



American Data Group Inc.

Electronic TimeCard System

User Manual

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Overview

The ElectronicTimeCard System (ETS) is designed to track employee time worked by day and be used to create Payroll Exception Entries for calculating an employee's pay for a pay period. The TimeCard may be signed by the employee, reviewed by a supervisor, and approved by a manager prior to being pulled into the payroll system.

A TimeClock module allows employees to use a computer system to log into and post Clock-In or Clock-Out transactions. The TimeClock module is just another method to create the regular TimeCard detail records for the employee.

A Leave Request Module is available allowing employees to enter requests for leave time and/or overtime. The employee's TimeCard group approver may be automatically notified of the request by email. Once approved or denied, the employee may be emailed back the action taken by the approver. Any approved leave requests may be automatically entered into a TimeCard when created for the period the leave request falls in.

A Holiday Master file will automatically add TimeCard detail records. Identify the holiday date, hours, and the payroll type code to use in-lieu of the regular type code. The holiday hours may be different than the employee's standard daily hours. If so, an additional TimeCard record may be created to apply a different payroll type code to achieve the employee's normal daily hours.

Employees are assigned to TimeCard Groups. A group is made up of employees who have the same reviewer (which is optional) and approver. Reviewers and Approvers may review/approve multiple groups. The group has a number of default parameters used to help control the TimeCard entry process of the group members.

Rules are created to control employee input and the default TimeCard created. The rules may identify when overtime is allowed and when Auto-break time is applied to TimeClock entries. Overtime and required hours rules are applied when a TimeCard is signed by the employee, reviewer, or approver. If any of the rules fail, the signer is notified a correction is required before the TimeCard may be signed/approved.

The general process starts by creating TimeCards for a pay period. The employee may then sign into the system and begin posting or adjusting time records. When the employee finishes the pay period TimeCard, they may sign it as being accurate. Optionally, a reviewer may review the employee's TimeCard and sign it. The approver then accesses the employee's TimeCard and signs it. The payroll clerk may view all unsigned TimeCards (by approver or employee) and even email reminders to do so. The payroll clerk will pull the TimeCards into the payroll exceptions file, and then start the normal payroll process. At some point, the payroll clerk will also create the new pay period's TimeCards.

Reports are available to review TimeCards for a period by group, employee and type code. There are variance reports which compare approved leave requests with time cards or the payroll exceptions file. Master File lists print out information for the Groups, Holidays, Rules, and Pay Groups.

TimeCards may always be viewed from the Employee File Maintenance and Inquiry programs.

TimeCard Master File Setup

There are five master files that need to be setup: TimeCard Groups, Pay Type Groups, Rules, Holidays and the Type Code Master. Rules and Pay Type Groups must exist before a TimeCard Group may be created. The maintenance programs are available on the Payroll Maintenance Menu and TimeCard Processing Menu.

Pay Type Group Master File

The Pay Type Group Master File contains a list of payroll type codes that will be made available to the employee when they are creating or changing a TimeCard detail record. You may create as many group records as needed. An example for having multiple group records may be the police department which has additional types of pay that other departments do not, like Stand-By, Court, or K-9 Pay. A PD Pay Group would have these additional type codes where as the REG Pay Group would not. This helps prevent the employee from selecting a type of pay they are not entitled to.

Select "Add/Chg Pay Type Group" from the Menu.

To Add a new record, enter F6, Insert, or + key. To change an existing record, highlight the record and then <Enter>. Use F8, Delete, or – key to delete an existing group. You can not delete records used by a group or which exist as an employee override.

When creating or changing a record, the following screen displays.

| TIME CARD - PAY TYPE GROUP | |
|----------------------------|------------------------|
| Group | Descrip |
| CLERK | CLERICAL |
| ES | EMERGENCY SERVICES PAY |
| EXEC | EXECUTIVE EMPLOYEES |
| MGR | MANAGERS |
| REG | REGULAR |

| GROUP MAINT | |
|-------------|---------------|
| Group: | REG |
| Descrip: | REGULAR |
| Def Typcd: | 0 |
| OT Typcd: | 0 |
| TypeCds: | 1,3,50,42,111 |
| | 2 |
| | |
| | |
| | |

Group: A 5 character value to identify this logical group of payroll type codes.

Description: 30 character field describing the purpose of this group.

Def Type Cd: Default Type Code to be used whenever a new TimeCard detail record is created. 0 means no default will be used, and the employee must select from the list provided below. If not 0, this number must be in the **TypeCds** list.

OT Type Cd: Default Type Code to be used when the TimeClock program creates records that are considered overtime based on the Rules in place for the employee. If not 0, this number must exist in the **TypeCds** list.

TypeCds: A CSV list of valid payroll type codes that employees with this Pay Type Group may select from when adding/changing a TimeCard detail record. When one line is filled, continue to the next line. A type code may not be split between lines. The list may include other types than hourly pays. For example, an Expense Reimbursement type code may be included which would allow the employee to enter an expense reimbursement amount.

Rules Master

The Rules Master is an optional table. Rules do not have to exist to use the TimeCard system. Create as many Rules records as needed based on your needs and policies. Rules will help control how the time cards are created and test for accuracy when signing a TimeCard. Tests include validating the number of regular hours posted per pay period and that Overtime Type Codes have been assigned properly. There are additional values used by the TimeClock program to determine if break time should be automatically applied. A Rule may be assigned to TimeCard Groups and as an Employee TimeCard Rules Override.

Select "Add/Chg TimeCard Rules" from the menu.

| TIME CARD - RULES MASTER | |
|--------------------------|-------------------------|
| Rules Cd | Description |
| A | Standard Weeks |
| B | NO-HRS/TIME CLOCK USERS |

To Add a new record, enter F6, Insert, or + key. To change an existing record, <Enter> the highlighted value. Use F8, Delete, or – key to delete an existing rule. You can not delete rules used by a group, or exist as an employee override.

| TIME CARD RULES | | | | | |
|--|-----|--------------------|-----|--------------------|-----|
| Rules Cd: A | | | | | |
| Description: Standard Weeks | | | | | |
| Auto-Fill: | yes | Days in OT Period: | 7.0 | Required Prod Hrs: | .0 |
| Auto LR: | yes | Clock Auto Break: | .00 | Auto Break When: | .00 |
| Skip Holidays: | no | | | | |
| <p>The hours entered below will be used for auto-fill (if set) and also determines the number of REQUIRED regular hours in a period.</p> | | | | | |
| Day 1: | 8.0 | Day 8: | 8.0 | Day 15: | 8.0 |
| Day 2: | 8.0 | Day 9: | 8.0 | Day 16: | 8.0 |
| Day 3: | 8.0 | Day 10: | 8.0 | Day 17: | 8.0 |
| Day 4: | 8.0 | Day 11: | 8.0 | Day 18: | 8.0 |
| Day 5: | 8.0 | Day 12: | 8.0 | Day 19: | 8.0 |
| Day 6: | .0 | Day 13: | .0 | Day 20: | .0 |
| Day 7: | .0 | Day 14: | .0 | Day 21: | .0 |
| Day 22: | 8.0 | Day 23: | 8.0 | Day 24: | 8.0 |
| Day 25: | 8.0 | Day 26: | 8.0 | Day 27: | .0 |
| Day 28: | .0 | Day 29: | .0 | Day 30: | .0 |
| Day 31: | .0 | Day 32: | .0 | Day 33: | .0 |

Rules Cd: Enter up to 5 characters to identify this Rule.

Description: A description of the purpose or use of the Rule.

Auto-Fill: If YES, then when a TimeCard is created, the program creates a detail record for each day in the period, starting from Day 1 through the last day of the period (Day 14 in a two week pay period). When the detail record is created, the Pay Type Group's **Default Pay Type Code** is used. The hours are defaulted based on the day. The example above shows a 28 day period where **Day 1** is Monday, **Day 6** is Saturday, **Day 7** is Sunday. Any employee using this Rule will have an 8 hour detail record created for 4 weeks, Monday – Friday.

Auto LR: Auto Fill Leave Requests - if YES, then any APPROVED Leave Requests which fall within the TimeCard Pay Period being created will be added as a detail record. If the Leave Request time is less than the day's default time, and **Auto-Fill** is Yes, then the balance of the default time is created using the **Default Pay Type Code**. For example, if there is a 3 hour approved vacation leave request for Day 3, and **Auto-Fill** and **Auto LR** are yes, then a TimeCard detail 3 hour Leave Request record will be created and a 5 hour Default Pay Type TimeCard detail record created.

Days in OT: The number of days to group the hours together when determining overtime accuracy. Generally this value is 7, 14 or 28.

Required Prod Hrs: This value is the number of required productive hours before a type code, flagged

as Overtime, may be used, within the **Days in OT Period** value. If this value is 40, then there must exist 40 productive hours before any OT type code may be used in each 7 day period. A zero value means to not test for overtime.

Clock Auto Break: This value (in hours) only applies to the TIMECLOCK programs, where employees CLOCK-IN or CLOCK-OUT. When the system calculates the hours (after a CLOCK-OUT is posted) , that time will be reduced by this value (in hours) if the calculated time is greater than or equal to the **Auto Break When** value. If the **Clock Auto Break** value is applied, the TimeCard detail **note** will contain the value 'Auto-Break'.

Auto Break When: This value (in hours) determines when the **Clock Auto Break** hours will be applied. If the calculated hours during a CLOCK-OUT transaction is greater than or equal to this value, the TimeCard detail **Hours** calculated will be reduced by the **Clock Auto Break** value.

Skip Holidays: IF set to YES, then during the TimeCard create process, employees with a group code will NOT have Holiday detail transactions created. An example would be having a group setup for salary/exempt employees who do not need holiday time reported.

Day 1 – 31: These fields have two purposes. The first, as described above, is used when **Auto-Fill** is YES. These are the hours that will be posted to a TimeCard detail record net of any Leave Requests (if **Auto LR** is Yes). The other purpose of days values is to require a minimum number of hours be posted within the **Days in OT Period** value. Regardless of the Auto-Fill value, if hours are entered in the days, then when the TimeCard is signed, there will be a test that at least a minimum number of hours be posted. In the above example, the TimeCard must have at least 40 hrs in each 7 day period; otherwise, the TimeCard may not be signed. Detail time records must added using a type code of unpaid leave to balance up the hours.

Additional Overtime Rules Information

If the overtime rules is in effect (**Required Productive Hours** is not zero), when the TimeCard is signed, a test is made verifying that within each **Days in OT Period** there are the **Required Prod Hrs** before any Overtime records may exist. To calculate the hours, the system uses the **T/C Calc** setup in the Basic Section of each Type Code (done in Type Code Maintenance).

| | | | | |
|-----------|-------|-------------------------|------------------|-----------------|
| 07/29/10 | ASKME | TYPED FILE MAINTENANCE | pr420-mt | Co#1 |
| Type Cd: | 1 | Descrip: Regular Hourly | Check: Reg Hrly | |
| Basics | | | Misc | |
| Catgry: | 0 | Red Std: no | OT Fctr: 1.00000 | Accrue Rt: 1.00 |
| Priority: | 0 | Bucket#: 0 | T/C Calc: P | Note: no |
| Calc Cd: | 1 | Use Rt: 1 | Max Hrs: 8.00 | Benefit#: 0 0 |
| Earn Grp: | 1 | Add Hrs: no | LR Ord: 0 | UncDed: no |
| | | | | Vndr/Bnk#: 0 |

The **T/C Calc** field allows a type code to have one of the classifications: P=Productive, N=Non-Productive, O=Overtime, and S=Skip. Productive hours are considered as actual time worked. Non-Productive hours would be like Vacation and Sick. Skip Type Codes are those you may use to pay an employee but are not used in determining when overtime begins. Overtime would be any type code which may only be used after the Productive time requirement has been met for an OT period. The **T/C Calc** flag has NOTHING to do with how the type code is calculated on an employee's check. The flag only applies to TimeCard Rules.

TimeCard Approval Groups

A TimeCard Approval Group is a logical group of employees that have the same requirements and the same reviewer/approver. Usually the group approver is NOT a member of any of the groups for which they approve. They would be in a group that someone else would approve. An employee may be in only one group. The TimeCard is assigned to that group when it is created. If an employee changes groups within a pay period, the payroll clerk may re-assign the TimeCard to a different group.

Select 'Add/Chg Approval Groups' from the menu. To Add a new group, enter F6, Insert, or + key. To change an existing group, <Enter> the highlighted value. Use F8, Delete, or – key to delete an existing group. You can not delete a group assigned to an employee.

| TIME CARD - APPROVAL GROUPS | |
|-----------------------------|----------------------------|
| Group | Name |
| mgr | MANAGER APPROVES REG GROUP |
| REG | REGULAR EMPLOYEES |
| UT | UTILITIES |

| TIME CARD GROUP INFORMATION | |
|-----------------------------|---------------------------|
| T/C Group: | UT |
| Name: | UTILITIES |
| Def Pay Grp: | CLERK CLERICAL |
| Def Rules: | B NO-HRS/TIME CLOCK USERS |
| Allow CC>: | 210,211,222, |
| Skip Job: | yes |
| T/C Entry>: | ZS |
| Reviewers>: | MJJ |
| Approvers>: | MJJ,BB |
| LR Appr>: | MJJ |
| Emp Inq: | RA |
| Def Day: | 1 |
| Sign All: | yes |
| Min LR Dt: | 08/01/2010 |
| Post Time: | no |
| X Days: | no |
| Max Hrs: | 999.99 |
| Rnd-To: | 15 |
| Rnd On: | Time |

Update
Members
Print

Update Option:

- T/C Group: Assign up to 5 character by which to identify the group.
- Name: Up to 30 characters to describe the TimeCard Group
- Def Pay Group: The Pay Type Group assigned to this group. The Pay Type Group identifies the valid list of type codes the group employees may choose from when creating or changing a TimeCard detail record. *Employees may have an overriding value for this field which will be used instead of the group default.* **Auto-Fill** TimeCards will use the **Default Type Code** of the Pay Group when creating detail records. TimeClock postings use the **Default Type Code** and Overtime **Type Codes** of the Pay Group. A blank value will pop-up a list of valid Pay Type Groups.
- Def Rules: Identifies the Rules to apply to this group when the TimeCard is being signed. This field is optional. To search for a Rules Master, enter a non-existing rules code and a pop-up will display a list of the available Rules Master.
- Allow CC>: If you allow employees in this group to expense their time to different cost centers, enter a CSV list of the valid cost centers employees are allowed to post to. To allow employees to select any existing cost center, leave the field a blank. If you NEVER want the employees within this group to ever override their default expense cost center, enter 'SKIP' in the field, and the TimeCard detail record will not prompt for a value.
- Skip Job: NO, allows the employees of the group to post time to selected **job#** in a TimeCard detail record. YES will not prompt the employee for a **job#**.
- T/C Entry>: A CSV list of user log-in ids that may post time and/or create Leave Requests for employees in the group. Normally this is used only when employees are not entering their own TimeCard detail. Generally you do not enter reviewer or approver values in this field because they already may add and change TimeCard detail records, but if they need to create Leave Requests, their log-in ids must be entered.
- Reviewers>: A CSV list of user log-in ids that are reviewers of this group's TimeCards. The first user id in the list is considered the primary reviewer. The Review function of a TimeCard is optional. Reviewers may also view the group's Leave Requests.
- Approvers>: A CSV list of user log-in ids that may approve this group's TimeCards. The first user id in the list is considered the primary approver. They will also receive emails regarding leave requests. The other id's in the list are alternates who may approve the group's TimeCards when the primary approver is unavailable to do so.
- LR Apprv>: A CSV list of user log-in ids that may approve this group's Leave Requests. The first user id in the list is considered the primary approver. They will also receive emails regarding leave requests. The other id's in the list are alternates who may approve the group's Leave Requests when the primary approver is unavailable to do so.
- Emp Inq: This field identifies when the 'Employee Inquiry' menu option is displayed on the log-in menu. 'I' allows T/C Entry user id's access. 'R' allows reviewer id's access. 'A' allows approver user id's access. The order in which the values are entered is not important.
- Def Days: When a new TimeCard detail record is created, the **work date** may be defaults with today's date less the value entered. 0 uses today's date. A “?” means no date is defaulted

and the operator must enter a date.

- Sign All:** You may allow the reviewer and/or approver for this group's TimeCards to sign all unsigned TimeCards without having to select each TimeCard individually to sign. A TimeCard with a Rules Master must be signed at least once individually by the employee, reviewer, or approver before a 'Sign All' can add an additional signature to the TimeCard. The 'Signature' program is the only process that verifies all the rules have been met.
- Min LR Dt:** If entered, a Leave Request may not be created for a date prior to this date. This prevents employees from creating Leave Requests for prior periods.
- Post Time:** YES will prompt the user for a **From and To Time** when creating or maintaining a TimeCard detail record.

THE REMAINING FIELDS ONLY APPLY IF POST TIME IS YES.

- Cross Days:** When YES, allows the **To Time** to be less than the **From Time**. If so, then the assumption is the **To Time** is the next day and the hours are calculated appropriately. NO prevents the **To Time** from being less than the **From Time**.
- Max Hrs:** Identifies the maximum hours that may be posted for an individual transaction during a From/To Time entry ONLY. If a From/To Time entry's hours is greater than this value, an error is displayed.
- Rnd-To:** The round to value is applied to a From/To transaction. The hours calculated in the transaction may be rounded to the nearest 5, 10, 15, or 30 minute value.
- Rnd On:** If **Rnd-To** is not zero, this field tells the system to either round the hours calculated (**To-Time** less **From-Time**), or the **From-Time** and **To-Time** prior to calculating the hours.

Members Option:

Select the 'Members' option to allow you to view, add or delete, employees of this group.

| TIME CARD GROUP MEMBERS | | | | | | |
|-------------------------|--------------------|-------|-------|-------|---------|---------|
| Employee# | Inq Name | Dept# | Loctn | Group | Pay Grp | Rules ^ |
| 6 | Ant, Atom | 240 | | 6 UT | | |
| 9 | Cat, Sylvester The | 290 | | 7 UT | | |
| 16 | Duck, Daffy D | 230 | | 8 UT | | |
| 7 | Mouse, Mighty | 220 | | 7 UT | | |
| 14 | Mouse, Minnie | 219 | | 5 UT | | |
| 3 | Pie, Tweety | 240 | | 9 UT | | |

To add an employee to the group not listed, enter F6, Insert, or + key. To select an employee from the list to change, highlight the record and <Enter>. To Delete an employee (only from this approval group) use F8, Delete, or – key. If adding an employee to the group, the employee search is displayed,

allowing you to select the employee based on their name, social security number, or scrolling through the employee name list.

EMPLOYEE TIME CARD DATA

Employee#: 6

Name: Atom Ant

Create: yes

Clock Entry: yes

Group: UT

Ovr Pay Grp:

Ovr Rules:

Login ID: AA

Hrs/Day: 8.00

*** Update Current/Future Records ***

Update TimeCards:

Update Leave Requests:

When an employee is selected, the Employee's Time Card Data dialog box displays. THE DATA PRESENTED HERE IS EXACTLY THE SAME DATA AS FOUND IN THE EMPLOYEE MAINTENANCE PROGRAM'S TIMECARD OPTION.

Create: YES means a TimeCard will be created for the employee when the TimeCard Create program is run. You may choose not to create TimeCards for selected employees.

Group: If blank, the program will enter the current group's code. If you are moving an employee to/from

this group, enter the appropriate group id. An invalid value (besides blank) will display a pop-up of valid Approval Groups.

Ovr Pay Grp: If this employee's allowable pay type codes need to be different from the group's **Default Pay Type Group**, enter an overriding pay type group code. An invalid value (besides blank) will pop-up a list of valid Pay Type Groups. An example may be in the Police Department, the **Default Pay Type Group** may be 'ABC' which includes special OT and pay types only sworn officers may use. The employee's **Override Group** is 'REG' which reflects that the standard list of pay type codes most employees of the organization are allowed to use. This person may be in the PD Approval Group because their TimeCard is still approved by the Police Chief. **Only enter a value if it is different from the Group's Default Pay Type Group.**

Ovr Rules: Overriding the Approval Group's Rules Master may be for the same reason as described above, except the person receives Overtime after 40 productive hours in a week vs the Police Department which may receive OT after 84 hours in a 14 day period. If you enter an invalid code (besides a blank) a pop-up display a list of valid Rules Codes. **Only enter a value if it is different from the Group's Default Rules Master.**

Login Id: This is the employee's regular ADG Fund Management System's Login Id. If the employee performs other functions besides TimeCard entry, they will have a Login Id. Reviewers, Approvers, and Entry Clerks must have a Login Id. The Login Id must exist in the System Administration Menu, User Login program.

Hrs/Day This is the employee's standard hours worked in a day. When a detail TimeCard transaction is created, this value will default in the **hours** field. If the Rules Master for the employee uses Post Time, then this value is ignored. This value is also used in the payroll program when there is a conversion required for benefits that are saved in days and not hours.

Update TimeCards: Will only prompt for an answer if the employee's current TimeCard group is being changed from a non-blank value. A YES answer will update any existing timecards for the employee which have not been signed, pulled by payroll, and period ending date is greater than the current pay period ending date setup in payroll processing.

Update Leave Requests: Will only prompt for an answer if the employee's current TimeCard group is being changed from a non-blank value. A YES answer will update any existing Leave Requests whose request date is greater than the current pay period ending date setup in payroll processing.

Print Option:

Generates a report of the Group's setup and members. The member's overrides, standard hours, and status are printed.

Holiday Master

The Holiday Master File identifies holidays that the organization offers its employees and how their TimeCards may require using a different pay type code instead of the employees normal pay type code. The Holiday may also have overrides for different Approval Groups.

When TimeCards are created, if a Holiday exists within the period, a detail record will automatically be added if the Rules Master **Skip Holidays** is NO. If an approved leave request exists, it will have priority over a holiday record.

Select the 'Holiday Master Setup' from the Menu.

| HOLIDAYS | | | | | |
|------------|---------------|---------------|-------|----------|-------------|
| Date | Name | Non-Work Code | Hours | Auto Bal | Worked Code |
| 12/25/2010 | Christmas | 109:Holiday | 8.00 | no | 0 |
| 12/24/2010 | Christmas Eve | 109:Holiday | .00 | no | 0 |
| 11/25/2010 | Thanksgiving | 109:Holiday | 8.00 | no | 0 |
| 07/15/2010 | July 15th | 109:Holiday | .00 | no | 0 |

To create a new holiday, enter F6, Insert, or + key. You may also print the Holiday Master for a date range by pressing the F9 key. It is easiest to enter all the holidays for the upcoming year. You need to create a reminder for setting up holidays for the new year next year. The system will not remind you or tell you holidays are missing.

| HOLIDAY INFORMATION | |
|--|-----------------|
| Enter the date of the holiday and its name. Select a type code and hours to use whenever a new timecard record is created. If the timecard rule is auto-fill, and the normal hours are less than the groups' default hours, optionally select to create a regular hours entry to balance to the groups's daily total. A Timecard Group Override will override these defaults. A Type Code of 0:NO OVERRIDE means there is NO default override for the Holiday unless a Timecard Group Override exists. | |
| Date: | 12/25/2010 |
| Name: | Christmas |
| For Employee Class: | Everyone |
| Non-Worked Code: | 109:HOLIDAY PAY |
| Override Hrs: | 8.00 |
| Non-Worked Bal Code: | 0:No Override |
| Worked Code: | 0:No Override |
| <input type="button" value="Update"/> <input type="button" value="Override"/> <input type="button" value="Delete"/> | |

When adding a new Holiday record, the system automatically applies the 'Update' option. For maintenance, select the 'Update' option.

Date: Date of the holiday.

Name: Name of the holiday.

For Employee Class: Select from the drop-down list to apply the holiday to employee time cards based on their Classification (Everyone, Full Time, or Part Time). The classifications are set in the employee's personnel record in the 'Budget' option.

Non-Worked Code: Select from the available list which value should be used when the TimeCard detail transaction is created. This type will be used instead of the Pay Type Group's **Default Pay Type Code**.

Override Hours: These are the hours that will be posted to the Holiday transaction created. If the value is 0, then the Rules hours for that day will be used. If that value is 0, then the employee's standard hours will be used.

Non-Worked Bal Code: Select a type code to use if a balancing hours value is required for the difference between an employee's normal hours and the Override Hours. For example, if the employee normally works a 10 hour shift, and the Override Hours is 8, then an additional TimeCard detail record will be created for the 2 hrs difference using this type code.

Worked Code: If an employee works the holiday, then the type code selected will be used in creating the TimeCard detail record. THIS ONLY APPLIES TO THE TIMECLOCK program when an employee clocks in on the holiday.

Override Option:

The Override Option allows you to create special overrides for the holiday by Approval Group. By selecting the Override Option, all the Approval Groups are listed. Select the Approval Group for which you wish to create an override. The Approval Group Override record takes priority over the Holiday Master. The Holiday Master is NOT a fallback from the Override.

| 12/25/2010 GROUP OVERRIDES | | | | | | |
|----------------------------|----------------------------|-------|-------------|--------------|-------------|--|
| Group | Group Name | Hours | Worked Code | Balance Code | Worked Code | |
| mgr | MANAGER APPROVES REG GROUP | .00 | 0 | 0 | 0 | |
| REG | REGULAR EMPLOYEES | .00 | 0 | 0 | 0 | |
| UT | UTILITIES | .00 | 0 | 0 | 0 | |

The Approval Group's Holiday Override fields are the same as the Holiday Master as described above.

| HOLIDAY INFORMATION | |
|---|----------------------------|
| Enter the Timecard Group's Overriding information for this holiday. It works the same as the Holiday record, but this record is used in lieu of the default Holiday record. DO NOT CREATE A GROUP OVERRIDE UNLESS NECESSARY. | |
| Date: | 12/24/2010 |
| Group: | MANAGER APPROVES REG GROUP |
| FOR EMPLOYEE CLASS: | Everyone |
| Non-Worked Code: | 0:No Override |
| Hours: | .00 |
| Non-Worked Bal Code: | 0:No Override |
| Worked Code: | 0:No Override |

For Employee Class: Select from the drop-down list to apply the holiday to employee time cards based on their Classification (Everyone, Full Time, or Part Time). The classification is set in the employee's personnel record in the 'Budget' option.

Non-Worked Code: Select from the available list which value should be used when the TimeCard detail transaction is created. This type will be used instead of the Pay Type Group's **Default Pay Type Code**.

Override Hours: These hours will be posted to the Holiday transaction created. If the value is 0, then the Rules hours for that day will be used. If that value is 0, then the employee's standard hours will be used.

Non-Worked Bal Code: Select a type code to use if a balancing hours value is required for the difference between an employee's normal hours and the Override Hours. For example, if the employee normally works a 10 hour shift, and the Override Hours is 8, then an additional TimeCard detail record will be created for the 2 hrs difference using this type

code.

Worked Code: If an employee works the holiday, then the type code selected will be used in creating the TimeCard detail record. THIS ONLY APPLIES TO THE TIMECLOCK program when an employee clocks in on the holiday.

Type Code Master

The Type Code Master controls how a transaction type is to be used within the payroll system. Any type code the TimeCard system will be using should already exist for payroll. The additional parameters in the type code used by TimeCards are the *T/C Calc* and *Max Hrs* fields. LR Order is used by Leave Requests and is described in the Leave Request System section of this manual.

| | | | | | |
|-----------|---|----------|----------------|------------|----------|
| Type Cd: | 1 | Descrip: | Regular Hourly | Check: | Reg Hrly |
| Basics | | | | Misc | |
| Catgry: | 0 | Red Std: | no | OT Fctr: | 1.00000 |
| Priority: | 0 | Bucket#: | 0 | T/C Calc: | P |
| Calc Cd: | 1 | Use Rt: | 1 | Max Hrs: | 9.00 |
| Earn Grp: | 1 | Add Hrs: | no | LR Ord: | 0 |
| | | | | Accrue Rt: | 1.00 |
| | | | | Note: | no |
| | | | | Benefit#: | 0 |
| | | | | 0 | UncDed: |
| | | | | Vndr/Bnk#: | 0 |

T/C Calc: Determines how detail TimeCard transactions with this type code will be used when applying the overtime rules during the signature process.

P – Productive Time: used to accumulate total Productive Time in an OT period.

N – Non-Productive Time: Not included in calculating Productive Time in an OT period.

O – Overtime: Rules determine when this type code is allowed within an OT period.

S – Skip: Skips these transaction from OT rules.

Max Hrs: Maximum hours a single transaction with this type code may be entered in the TimeCard detail or Leave Requests. If a transaction has a value greater than the Max Hrs, an error message will display and the transaction will not be accepted. The Max Hrs value does NOT apply to TimeClock entries.

TimeCard Processing

The TimeCard Processing Menu has all the required programs to run and manage the TimeCard system. The Leave Requests programs are also located here, but are discussed in the Leave Request section of this manual.

| | |
|------------------------------------|---------------------------------|
| 1 - Create Employee Time Card | 2 - Leave/OT Request Entry |
| 3 - Unsigned/Unapproved T/C | 4 - Leave/OT Request Approval |
| 5 - Any Time Card Maintenance | 6 - Leave/OT Request Inquiry |
| 7 - Pull Pay Period Time Card | 8 - Leave/OT Request Report |
| 9 - Employee Time Cards Entry | 10 - Lock Leave/OT Requests |
| 11 - Approve/Review Group T/C | 12 - P/R and Leave Var. Report |
| 13 - Time Card Audit Report | 14 - T/C and Leave Var. Report |
| 15 - Add/Chg Approval Groups | 16 - T/C Period Daily Recap |
| 17 - Add/Chg Pay Type Groups | 18 - Type Code T/C, Pay History |
| 19 - Add/Chg Timecard Rules | 20 - Holiday Master Setup |
| 21 - List Approval Groups | 22 - TimeClock Clock Errors |
| 23 - List Type Code Pay Grps | |
| 25 - List Rules Tables | Q - QUIT |

Create TimeCards

1 – Create Employee Time Cards - This program will create the employee TimeCards based on a selected employee, time card group, or department. An employee must have the Create TimeCard field set to YES in the Employee Master's "TimeCard" option before a TimeCard is created for them. The below image shows the employee master TimeCard options.

| Name/Address | | Ant |
|---------------|---------------------------------------|------------|
| F/M/L/S: Atom | | |
| Addr: 30 CA | | |
| Addr2: | | |
| City: ADGVi | | |
| REG 18.8 | *** TIME CARD OVERRIDES ** | 80112 |
| | PAY TYPED: | 240 |
| | RULES: | |
| W4 Marital: M | | 01/01/2001 |
| Status: A | *** Update Current/Future Records *** | 01/01/2001 |
| Freq Cd: | Update TimeCards: | 02/29/1988 |
| Soc Sec#: 4 | Update Leave Requests: | |

Login ID: Is how the system will equate an employee # with a Login Id. This is needed to send emails to reviewers and approvers.

T/C Group: Approval Group the employee is a member of.

Pay Typcd: The overriding Pay Type Code Group to use instead of the default for the Approval

Group.

Rules: The overriding Rules Master to use instead of the default for the Approval Group.

Update TimeCards: Will only prompt for an answer if the employee's current TimeCard group is being changed from a non-blank value. A YES answer will update any existing timecards for the employee which have not been signed, pulled by payroll, and period ending date is greater than the current pay period ending date setup in payroll processing.

Update Leave Requests: Will only prompt for an answer if the employee's current TimeCard group is being changed from a non-blank value. A YES answer will update any existing Leave Requests whose request date is greater than the current pay period ending date setup in payroll processing.

This same information is also updated in the Approval Group Members option.

Run the "Create TimeCards" program as follows:

This program creates time cards for all, a single department, a single time card approval group, or an individual employee. The employees must be flagged to have a time card created, have an ACTIVE status, and a hire date not greater than the period ending entered. Time cards are created for a period ending date. Daily records are created based on Rules and Holiday Setup.

Period Begins: / /

Period Ends: / /

Employee No:

For Dept#: 0

T/C Grp>:

Create:

Period Begins: Enter the First Day of the pay period the time cards are being created for.

Period Ends: Enter the Last Day of the pay period. TimeCards are always referenced by the Period Ending Date.

Employee No: Enter a CSV list of employee numbers to create time cards for. These may be new employee's added during the middle of a pay period. Leave blank for all employees.

For Dept#: Enter a single payroll department number to create TimeCards for. 0 to include all departments.

T/ Group: Enter a CSV list of TimeCard Approval Groups to create TimeCards for. Leave blank for all approval groups.

Create: Yes – will create time cards for employees based on the selections above.

You may run the program multiple times for the same period ending date. If an employee already has a TimeCard for the period, another will not be created. Based on the selections made, an active employee

whose hire date is less than the period ending date, and time card create flag is yes, will have a TimeCard created.

When a TimeCard is created, the system will use the employee's Approval Group and the associated Rules Master and Pay Type Code Group unless the employee master has an overriding Rule or Pay Type Code Group.

The program will cycle through the days of the pay period as entered on the input screen. Any day less than the employee's start date will be skipped from creating a daily transaction. In creating a day's transaction, if the Rules Master **Auto-LR** is yes, then any approved leave request for the day will have a transaction created. Next the Holiday test is done. If there is a Holiday/Holiday Group Override and the employee's classification matches the holiday's classification, and the Rules Master's **Skip Holiday** is NO, then a detail transaction will be created for the Holiday's hours. If the **Holiday Hours** is 0, then the Rules Master day's hours are used, or if those hours are 0, then the employee's standard hours per day (as defined in the employee's master record) is applied. The transaction's hours will be net of any leave request hours already posted. The Pay Type Code will be the Holiday's **Non-Worked Type Code**, if 0 then the Pay Type Group's default Pay Type Code will be used.

If there are hours remaining for the employee for the day, and the Holiday has a **Non-Worked Balancing Type Code**, then an additional daily transaction will be created using the remaining hours and **Non-Worked Balancing Type Code** for the Holiday record.

The Holiday Override Record, if exists, is used instead of the Holiday Master, not in addition to.

If there is no Holiday, and the Rules Master **Auto-Fill** is YES, then a transaction record is created for the day using the Day's Hours as determines by the Rules Master and the **Default Pay Type Code** from the Pay Type Group master.

TimeCard Posting

There are two methods available to update a TimeCard. There is a Client version (Linux/Windows) and a web version.

TimeCard Entry Client Version:

A TimeCard may be accessed by the employee, input clerk, reviewer or approver. The same program is used by all people, but the options may change based on the classification of who is accessing the TimeCard.

Employee Access:

For employees to access their own TimeCard, they need "Employee TimeCard Entry" (tc050-pg) on their log-in menu. If an employee does not have a regular Fund Management System (FMS) log-in, then they may only access their TimeCard using the web version.

| TIME CARDS FOR: Road Runner | | | | | | |
|-----------------------------|---------|---------|----------|----------|-----|-------|
| PERIOD | TOT HRS | TOT AMT | SIGNED | APPROVED | P/R | GROUP |
| 08/30/10 | 160.00 | .00 | | | no | MGR A |
| 07/31/10 | 168.00 | .00 | | | no | MGR A |
| 07/28/09 | 174.00 | .00 | | | no | MGR A |
| 04/15/08 | 160.00 | .00 | | | yes | MGR A |
| 04/30/07 | 162.00 | .00 | | | no | MGR A |
| 08/31/06 | 24.00 | .00 | | | yes | MGR A |
| 04/30/06 | 48.00 | .00 | | | yes | MGR A |
| 02/28/05 | .00 | .00 | 08/25/06 | 08/25/06 | yes | MGR A |
| 01/31/05 | .00 | .00 | | | yes | MGR A |
| 05/31/04 | 48.00 | .00 | | | yes | MGR A |
| 03/31/04 | 24.00 | .00 | | | yes | MGR A |
| 08/31/03 | 53.50 | .00 | | | yes | MGR A |

Once the employee selects the menu option, they are presented with a list of their time card history in pay period date descending order (most recent to oldest). The employee may select any TimeCard to access its detail.

A TimeCard already pulled by Payroll (P/R column) may only be viewed and signed (if not already signed).

A TimeCard already Reviewed may only be viewed and signed (if not already signed).

A TimeCard with an Approved date may only be viewed and signed (if not already signed).

The 'TOT HRS' column shows the total hours posted in the TimeCard. The 'TOT AMT' column will display the dollar value of line items posted. These would include items like Expense Reimbursements, if those type codes are included in the Pay Type Group used by the employee.

The 'SIGNED' column represents the date when the employee signed the TimeCard.

In selecting a TimeCard, it's detail is displayed.

Detail time records are displayed in date descending order. The detail records may have been added by the TimeCard create program based on the rules, the employee, input clerk, reviewer or approver.

Detail records may only

| 08/23/10 ASKME TIME CARD DETAIL tc061-pg Co#1 | | | | | | |
|---|-------|----------|------|------|------|----|
| Runner, Road FOR 08/01/10 - 08/30/10 | | | | | | |
| Date | Value | Pay Type | Cost | Cntr | Job# | Nt |
| 08/26 Th | 8.00 | Reg Hrly | | | | 0 |
| 08/25 We | 8.00 | Reg Hrly | | | | 0 |
| 08/24 Tu | 8.00 | Reg Hrly | | | | 0 |
| 08/23 Mo | 8.00 | Reg Hrly | | | | 0 |
| 08/22 Su | 8.00 | Reg Hrly | | | | 0 |
| 08/19 Th | 8.00 | Reg Hrly | | | | 0 |
| 08/18 We | 8.00 | Reg Hrly | | | | 0 |
| 08/17 Tu | 8.00 | Reg Hrly | | | | 0 |
| 08/16 Mo | 8.00 | Reg Hrly | | | | 0 |
| 08/15 Su | 8.00 | Reg Hrly | | | | 0 |
| 08/12 Th | 8.00 | Reg Hrly | | | | 0 |
| 08/11 We | 8.00 | Reg Hrly | | | | 0 |

| PERIOD TOTALS | |
|---------------|--------|
| TYPE FOR | TOTAL |
| 1 Reg Hrly | 152.00 |
| 109 Holiday | 8.00 |

| | |
|--------------|--------|
| TOTAL HOURS: | 152.00 |
| TOTAL AMT: | 8.00 |

| | | | | | | | |
|------|------|-------|----------|--------|---------|---------|--------|
| Time | Sign | Print | Benefits | Status | Emp-Inq | LeavReq | Unsign |
|------|------|-------|----------|--------|---------|---------|--------|

be added, changed or deleted if the time card has not been signed by the employee or pulled by the payroll clerk. Detail records are described in the next section.

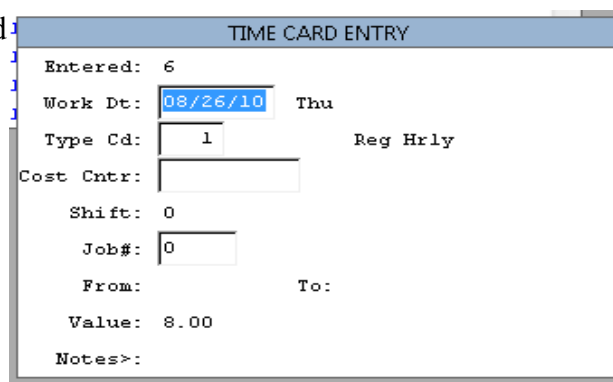
The 'Period Totals' box shows the accumulated value for the type codes used in the detail. Total hours and amounts are displayed.

Options:

Time – allows you to enter the detail section to add, change, delete records based on your access level and time card's status. Maintenance may only be done if the TimeCard is not pulled by payroll and no signatures exist. Select the detail record to view/change. To Delete the highlighted detail record, use <F8>, <Delete> or <-> key. To add a new record, use <F6>, <Insert> or <+> key.

Entered: Identifies who created or last maintained the detail record. If done by the employee, then it may be either their FMS log-in id or their employee number.

Work Date: Date the work was done on. When adding a record, the date may default to blank, or today less the number of days as setup in the employee's TimeCard Group. After a date is entered, the day of the week will display.



| TIME CARD ENTRY | |
|-----------------|--------------|
| Entered: | 6 |
| Work Dt: | 08/26/10 Thu |
| Type Cd: | 1 Reg Hrly |
| Cost Cntr: | |
| Shift: | 0 |
| Job#: | 0 |
| From: | To: |
| Value: | 8.00 |
| Notes>: | |

Type Code: Enter the type code from the allowable list as determined by the Pay Type Code Group for the employee. An invalid value will display a valid list. The type code may be defaulted from the Pay Type Code Group during an add operation.

Cost Center: Allows you to enter a cost center where this transaction's time should be expensed. An invalid value will allow you to search for the correct value. The employee's TimeCard Group setup will determine if the field may be updated, and valid values. Blank means the hours will post to the employee's default cost center.

Shift: Shift the time was posted in. Shifts allow the pay rate to be adjusted. The employee's TimeCard Group's setup will determine if the field may be updated.

Job#: Enter a valid job number where the time is to be expensed. An invalid value will allow you to search for the correct value. The field accepts input only if the employee's Approval Group **Skip Job** flag is yes.

From/To: If the employee's TimeCard Group's **Post Time** flag is set, these fields accept a time entry. Time may be posted as AM/PM or military format. Both **From** and **To** must have values if **VALUE** is not 0. Only reviewers and approvers may leave one entry a blank. The **To Time** may not be less than the **From Time** unless the employee's Approval Group allows posting across days.

Value: Normally the hours worked for the transaction. The value may be an amount if the type code selected uses a calculation code of 0 (flat amount). This is usually used for expense reimbursements. If the type code is hours, the hours may be defaulted from the employee master's Hours/Day field. The value may NOT be greater than the **Max Hrs** field in the associated Type Code Master or Approval Group.

Notes: Enter a note regarding the transaction. A note may be required if the Type Code Master of the transaction has the **Notes Required** flag set. Notes may be automatically entered by the TimeCard create program for Holidays or by the TimeClock system for Auto-Breaks.

Sign – allows the employee, reviewer or approver to sign the TimeCard. When signed, the rules are applied. If the TimeCard fails any of the rules, messages display noting the failed rules. Rules include:

- Overtime taken before allowed.
- Overtime not taken and should be.
- Insufficient Time Posted.
- Incomplete TimeClock entries (missing a time in/out value).
- Negative Leave Balance created.

Print – Print the selected TimeCard.

Benefits – display the current status of the employee's leave balances. If the TimeCard has been pulled by Payroll, the leave balances are the Employee Master net of transaction in the Payroll Exceptions Work File. If the TimeCard is not pulled yet, the balances will also include the TimeCards detail transactions.

| BENEFIT AVAILABLE | | |
|-------------------|-------|-----|
| VACATION | 16.00 | Hrs |
| SICK | 27.06 | Hrs |
| FUNERAL | 24.00 | Day |
| FLOAT | .00 | Hrs |
| COMP TIME | .00 | Hrs |
| | .00 | Hrs |

Status – displays date and time signed by the employee, reviewer and approver.

| TIME CARD STATUS | | | |
|------------------|----------|---------|---------|
| Signed: | 08/25/06 | 8:39 AM | |
| Reviewed: | | | By: |
| Approved: | 08/25/06 | 8:40 AM | By: mjj |
| P/R Owned: | yes | | |

Employee Inquiry – Based on the TimeCard Group's parameters, will allow the person to access the employee's inquiry screen. Employees always have access to their inquiry. Input clerks, reviewers, and approvers are optional.

Leave Request – if the employee is accessing their TimeCard, this allows them to view/add/change an open request; otherwise, the information is view only. See the "Leave Request" section of this manual for more information.

| LEAVE/OT REQUESTS FOR Road Runner | | | | |
|-----------------------------------|------|--------|--------------------------------------|------|
| Req Dt | Hrs | Status | Description | Lock |
| 12/30/2008 | 8.00 | R | Mexico Trip | no |
| 12/30/2008 | 6.00 | R | ADASDAD | no |
| 12/29/2008 | 8.00 | R | Christmas time off | no |
| 12/29/2008 | 8.00 | R | Mexico Trip | no |
| 12/20/2008 | 8.00 | W | overtime for christmas party | no |
| 12/31/2007 | 8.00 | D | Going to Disney | no |
| 12/31/2006 | 8.00 | A | I NEED IT AFTER WORKING HERE | no |
| 12/30/2006 | 8.00 | R | I WORK TOO HARD! | no |
| 12/31/2005 | 8.00 | A | dAY OFF WITH kIDS | no |
| 12/31/2003 | 8.00 | A | Day off with Family. | no |
| 12/31/2003 | 8.00 | D | I need time away from this wonderful | no |
| 12/30/2003 | 8.00 | R | Day Off with Family | no |

Unsign – Allows you to un-sign the employee's signature.

UnReview – Allows you to remove a reviewer's signature. Available only by approvers and reviewers.

UnApprove – Allows you to remove an approver's signature. Available only to approvers.

When the employee is finished with their time card, they should then sign it. Signing the TimeCard will validate against the appropriate Rules Master.

Approve/Review TimeCards

| TIME CARD GROUPS | | | | |
|------------------|----------------------------|-------|------|-------|
| Group | Name | INPUT | REVM | APPRV |
| MGR A | MANAGER APPROVES REG GROUP | | | YES |
| MGR B | Manager Levels B | | | YES |
| REG | REGULAR EMPLOYEES | YES | | YES |
| UT | UTILITIES | | | YES |

TimeCard reviewers and approvers must have a FMS log-in. Their menu security access should include 'Approver/Review TimeCards' (tc060-pg). Any TimeCard Group in which the employee is listed as an input clerk, reviewer, or approver will be displayed. Select the group you wish to work with. The system will next ask you for what access method you will be using, and the pay period you wish to work with.

| INPUT/REVIEW/APPROVE SET-UP | |
|-----------------------------|----------------------------------|
| T/C Group: | REG |
| Name: | REGULAR EMPLOYEES |
| Valid Access: | AI |
| Access: | <input type="button" value="A"/> |
| Period End: | 07/31/10 |
| Recent Dates: | 07/31/10,08/30/10 |

After the group, pay period, and access method are determined, the employees with TimeCards are displayed. 'STD HRS' is the value from the Payroll Setup based on the employee's **Frequency Code** in the Employee Master.

| APPROVE FOR PERIOD ENDING:07/31/10 | | | | | | | |
|------------------------------------|---------|-------|--------|--------|----------|----------|-----|
| EMPLOYEE NAME | STD HRS | HOURS | AMOUNT | SIGNED | REVIEWED | APPROVED | P/R |
| Bailey, Beetle | 160.00 | 8.00 | .00 | | | | no |
| Cat, Felix The | 80.00 | .00 | .00 | | | | no |
| Cat, Garfield | 80.00 | .00 | .00 | | | | no |
| Stardust, Ziggy | 80.00 | .00 | .00 | | | | no |

You may select an employee's TimeCard to work with, print the list of TimeCards, or perform the SignAll function <F8>.

In selecting an employee, their TimeCard is displayed. See the 'TimeCard Posting' section for options.

The 'Print' option <F9> will list all the employee's TimeCard, detail transactions, and leave balances. The report will total hours/values by type code.

'SignAll' option will work only if the TimeCard Group's **SignAll** flag is set to YES. An employee must have completed at least ONE signature option selected from the TimeCard, because the signature option validates the Rules. If you choose to 'SignAll', TimeCards with no signatures will be skipped from the process.

Unsigned/Unapproved TimeCards

The payroll clerk would select this program from the menu prior to pulling the TimeCards. This program allows the payroll clerk to view TimeCards for the selected pay period, which are missing an employee's signature and/or approver's signature.

This program will display or print a list of employee's whose time card has not been signed and/or reviewed for a selected period end date.

Period Ending Dt: 07/31/10

Output to: Screen

Include: E

Email Notice: no

Reply To: mjj@adginc.net

Period Ending: Enter the period ending date to work with. The period ending date defaults from the Payroll Parameters Setup.

Output To: Create the report to display on your Screen or print to a printer.

Include: Include TimeCards with missing signatures of S-unsigned by the employee, A- unsigned by an approver, E-for missing either signature.

Email Notice: Yes to create emails to the employee and/or approver based on the Include option, requesting their signatures.

Reply To: Reply To email address to be used if the Email Notice option is Yes.

| 08/23/10 20:52:30 tc015-pg | | CITY OF ADGVILLE Unsigned/Unapproved Time Card | | | | Page 1 mjj |
|-------------------------------|-----------------|---|-------------|-------|---------|---------------|
| NUMBER | NAME | TOT HRS SIGNED | APPROVED BY | GROUP | EMAILED | |
| 12 | Brown, Charlie | 160.00 | | MGR A | no | |
| 18 | Bunny, Bugs B | 160.00 | | MGR A | no | |
| 20 | Cool, Joe Ski | 160.00 | | MGR A | no | |
| 13 | Coyote, Wile E | 160.00 | | MGR A | no | |
| 1 | Flipper, Joe F | 160.00 | | MGR A | no | |
| 8 | LePew, Pepe | 160.00 | | MGR A | no | |
| 5 | Pig, Porky | 160.00 | | MGR A | no | |
| 2 | Runner, Road | 168.00 | | MGR A | no | |
| 15 | Bird, Woodstock | 160.00 | | MGR B | no | |
| 17 | Bailey, Beetle | 8.00 | | REG | no | |
| 10 | Cat, Felix The | .00 | | REG | no | |
| 11 | Cat, Garfield | .00 | | REG | no | |
| 4 | Stardust, Ziggy | .00 | | REG | no | |
| 6 | Ant, Atom | 72.17 | | UT | no | |
| 9 | Cat, Sylvester | 8.00 | | UT | no | |
| 16 | Duck, Daffy D | 8.00 | | UT | no | |
| 7 | Mouse, Mighty | 8.00 | | UT | no | |
| 14 | Mouse, Minnie | 8.00 | | UT | no | |
| 3 | Pie, Tweety | 8.00 | | UT | no | |

Pull Period TimeCards

After the payroll clerk has verified all TimeCards have the required signature, or time runs out for running payroll, the payroll clerk needs to pull the TimeCard detail transactions in the exceptions file.

```
This program will process time cards for the period selected. The
time card status will be changed to 'PAYROLL' which will not allow
any other changes (except signatures) to a time card. This program
will also create payroll exception file entries for each time card
pulled. The exception file will total hours by type code and cost
center for all earnings except benefits. Benefits are individually
posted to the exceptions file. A report will print listing any
employees whose timecard was pulled and has a negative leave balance.
```

Period Ending Dt:

Pull Groups:

Process Time Cards:

Period Ending Dt: Enter the pay period ending date to pull TimeCard detail transactions for.

Pull Groups: A CSV list of TimeCard Approval Groups to pull. A blank pulls all remaining un-pulled TimeCards.

Process TimeCards: YES to pull the requested TimeCards.

A TimeCard can NOT be pulled twice into the exceptions file. Once the TimeCard is pulled, the TimeCard is flagged as owned by Payroll (P/R). After a TimeCard is owned by payroll, it may only be signed by employees, reviewers and approvers.

As each TimeCard is processed, it is sorted by type codes. If the type code is for a leave benefit, each detail transaction is added to the exception work file; otherwise, the type code is totaled for the TimeCard by cost center and job code and an exception transaction created. All transactions created by the program will have the 'T' transaction flag set, noting the exception was created by TimeCards.

Any TimeCard Maintenance

This is a special program only available to the Payroll Clerk. This program allows the Payroll Clerk to change ANY data in the TimeCard. The only action the maintenance program may not do is sign for someone else.

American Data Group Inc.

```
This program allows the payroll operator to view/add/change
any employee time card if it has not been signed.
```

Employee#:

Pay Period:

Enter an employee number and the pay period ending date you wish to maintain.

The program displays the TimeCard's status. You may choose to override the Approval Group the TimeCard is assigned to, or delete the TimeCard. Change the Approval Group when an employee changes their position and the TimeCard needs to be approved by a different manager.

| | | | |
|-------------|------------------------------------|-------------|-----------------------|
| Emp#: | 2 | Inq Name: | Jost, Mark J. |
| Group: | <input type="text" value="MGR A"/> | Signed Dt: | |
| Approve By: | | Approve Dt: | |
| Review By: | | Review Dt: | |
| From: | 08/01/06 | Per End: | 08/31/06 Updated: yes |
| Delete: | <input type="text" value="no"/> | | |

The employee's TimeCard will be displayed, then make changes as necessary. See TimeCard Posting section for information on how to work with the TimeCard.

TimeCard Audit Report

Use this report to review TimeCards in any Pay Period Date Range. The report is used to find or summarize detail transactions.

From Period: First Pay Period Ending date to report.

To Period: Last Pay Period Ending date to report.

Print By: Report print order may be by Employee Number or Approval Group/Employee# order.

Employee#: Enter a single employee you may want to report on.

TimeCard Group: A CSV list of Approval Groups to report. A blank reports all groups.

Entered By: Enter a single user id to report. **Note: Only the last Login Id of whom made a change to the record is saved.**

Skip Detail: Yes will skip printing the detail lines of each TimeCard reported; therefore, only the

This program prints a report of employee time cards for a selected date range. You may print all time cards or only time cards for a list of approval groups.

| | |
|--------------|--|
| From Period: | <input type="text" value="07/31/10"/> |
| To Period: | <input type="text" value="07/31/10"/> |
| Print By: | <input type="text" value="Employee#"/> |
| Emp#: | <input type="text" value="0"/> |
| T/C Grps: | <input type="text"/> |
| Entered By: | <input type="text"/> |
| Skip Detail: | <input type="text" value="no"/> |
| Print Rept: | <input type="text" value="yes"/> |

TimeCard totals are printed.

The report will also total all type codes reported by hours and amount, and print a count of the number of TimeCards.

| | | | | | | |
|--------------------------------------|-------------|------------------------|---------------------|--------------|-------------------------|--------|
| 08/23/10 20:50:27 FROM PER:07/31/10 | | CITY OF ADGVILLE | | | | Page 1 |
| tc090-1s | | TIME CARD AUDIT REPORT | | | | mjj |
| EMPLOYEE NO. | NAME | GROUP | SIGNED ON | REVIEWED BY | APPROVED ON | BY |
| 20 | Coel, Joe | MGR A | | | | |
| DATE | HRS | TYPCD | DESCRIP | ENTERED | JOB SF | CC# |
| 07/26/10 | Mo | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/25/10 | Su | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/24/10 | Sa | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/23/10 | Fr | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/22/10 | Th | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/19/10 | Mo | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/18/10 | Su | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/17/10 | Sa | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/16/10 | Fr | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/15/10 | Th | 8.00 | 109 Holiday | 1 | 0 | 0 |
| 07/12/10 | Mo | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/11/10 | Su | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/10/10 | Sa | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/09/10 | Fr | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/08/10 | Th | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/05/10 | Mo | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/04/10 | Su | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/03/10 | Sa | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/02/10 | Fr | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 07/01/10 | Th | 8.00 | 1 Reg Hrly | 1 | 0 | 0 |
| 160.00 | TOTAL HOURS | | .00 | TOTAL AMOUNT | PERIOD ENDING: 07/31/10 | |
| 152.00 | 1 | Reg Hrly | TOTAL | | | |
| 8.00 | 109 | Holiday | TOTAL | | | |
| 008/23/10 20:50:27 FROM PER:07/31/10 | | CITY OF ADGVILLE | | | | Page 2 |
| tc090-1s | | TOTALS BY TYPE CODE | | | | mjj |
| EMPLOYEE NO. | NAME | GROUP | SIGNED ON | REVIEWED BY | APPROVED ON | BY |
| | | 1 | NUMBER OF TIMECARDS | | | |
| | 152.00 | Reg Hrly | | | | |
| | 8.00 | Holiday | | | | |
| | 160.00 | TOTAL HOURS | .00 | TOTAL AMOUNT | | |

List Approval Groups

List all Approval Groups and their parameters. Members of the group are not printed. Use the Approval Group Maintenance program to print a group's members.

| | | | | | |
|----------------------------------|------------------|-----------------|-----------------------|---------------|-----|
| tc810-1s | TIME CARD GROUPS | | | | mjj |
| T/C Group: MGR A | | | | | |
| Name: MANAGER APPROVES REG GROUP | | | | | |
| Pay Grp: MGR | | | | | |
| Allow CC: | | | | | |
| T/C Entry: bB | | | | | |
| Reviewers: JF | | | | | |
| Approvers: MJJ,BB | | | | | |
| Alt Apprv: MJJ | | | | | |
| LR Apprv | | | | | |
| Emp Inq: A | Def Day: 0 | Sign All: yes | Min LR Dt: 08/01/2010 | | |
| Post Time: no | Cross Days: no | Max Hrs: 999.99 | Rnd-To: 0 | Rnd On: Hours | |
| Rules Cd: A | | | | | |
| T/C Group: MGR B | | | | | |
| Name: Manager Levels B | | | | | |
| Pay Grp: MGR | | | | | |
| Allow CC: | | | | | |
| T/C Entry: BB | | | | | |
| Reviewers: JF | | | | | |
| Approvers: MJJ | | | | | |
| Alt Apprv: | | | | | |
| LR Apprv | | | | | |
| Emp Inq: RA | Def Day: 1 | Sign All: no | Min LR Dt: 08/01/2010 | | |
| Post Time: no | Cross Days: no | Max Hrs: 999.99 | Rnd-To: 0 | Rnd On: Hours | |
| Rules Cd: A | | | | | |

List Pay Type Code Groups

The report lists all Pay Type Groups and their respective type codes.

```
tc820-ls                                TYPE CODE PAY GROUPS                                mjj

Pay Group: CLERK
Descrip: CLERICAL
Type Cds[1]: 1,2,3,42,50,103,104,108,109,110,101,111
Type Cds[2]:
Type Cds[3]:
Type Cds[4]:
Type Cds[5]:
Def Typcd: 1
OT Type Code: 42
```

List Rules Master

Prints the configuration for each Rules Code.

```
tc830-ls                                TIME CARD RULES LISTING                                mjj

Rules Cd: A                               Standard Weeks
Auto-Fill: yes                            Req Prod Hrs: .0          Days In Per: 7.0      Auto LR: yes          Break Hrs: .00        Break After: .00
Day 1: 8.0    Day 8: 8.0    Day 15: 8.0   Day 22: 8.0    Day 29: .0
Day 2: 8.0    Day 9: 8.0    Day 16: 8.0   Day 23: 8.0    Day 30: .0
Day 3: 8.0    Day 10: 8.0   Day 17: 8.0   Day 24: 8.0    Day 31: .0
Day 4: 8.0    Day 11: 8.0   Day 18: 8.0   Day 25: 8.0
Day 5: 8.0    Day 12: 8.0   Day 19: 8.0   Day 26: 8.0
Day 6: .0     Day 13: .0    Day 20: .0    Day 27: .0
Day 7: .0     Day 14: .0    Day 21: .0    Day 28: .0

Rules Cd: B                               NO-HRS/TIME CLOCK USERS
Auto-Fill: no                             Req Prod Hrs: 40.0       Days In Per: 7.0      Auto LR: no           Break Hrs: 1.00       Break After: 8.00
Day 1: .0     Day 8: .0     Day 15: .0    Day 22: .0     Day 29: .0
Day 2: 8.0    Day 9: 8.0    Day 16: 8.0   Day 23: 8.0    Day 30: 8.0
Day 3: 8.0    Day 10: 8.0   Day 17: 8.0   Day 24: 8.0    Day 31: 8.0
Day 4: 8.0    Day 11: 8.0   Day 18: 8.0   Day 25: 8.0
Day 5: 8.0    Day 12: 8.0   Day 19: 8.0   Day 26: 8.0
Day 6: 8.0    Day 13: 8.0   Day 20: 8.0   Day 27: 8.0
Day 7: .0     Day 14: .0    Day 21: .0    Day 28: .0
```

TimeCards Period Daily Recap

This report is more of an analytical report which reports totals by type code by day and/or cost center.

This report summarizes number of hours/amounts posted by date for
a selected time card pay period.

Pay Period: 06/30/10

Inc Part-Time: no

By Cost Center: no

Print Rept: yes

Pay Period: TimeCard pay period ending date to report.

Inc Part-Time: Yes to include part-time employees in the report.

By Cost Center: Yes to subtotal the report by cost centers.

Print Report: Yes to print the report.

tc310-1s PART-TIME: no TIMECARD PAY PERIOD RECAP

| DATE | VALUE | TYPE CODE |
|----------|-------|------------------|
| 08/01/06 | 1.60 | 1 Regular Hourly |
| 08/01/06 | 1.60 | TOTAL HRS |
| 08/01/06 | 1.00 | # OF EMPLOYEES |
| 08/20/06 | 1.60 | 1 Regular Hourly |
| 08/20/06 | 1.60 | TOTAL HRS |
| 08/20/06 | 1.00 | # OF EMPLOYEES |
| 08/21/06 | 0.80 | 1 Regular Hourly |
| 08/21/06 | 0.80 | 103 VACATION PAY |
| 08/21/06 | 1.60 | TOTAL HRS |
| 08/21/06 | 1.00 | # OF EMPLOYEES |

Type Code and TimeCard Pay History

The report will look at all time cards for a single person or everyone for a range of pay periods. You may select certain type codes to include or all.

From Date: First TimeCard Pay Period to include.

To Date: Last TimeCard Pay Period to include.

Type Code: CSV list of type codes to report.

Employee#: Enter a single employee to analyze or leave 0 to report all TimeCards in the period.

This report lists time card and p/r payment history records for selected type codes for an employee based on the date range entered. For time cards the from/to date uses the period ending date, and for pay history, it uses the check date.

From Date: 07/31/10

To Date: 07/31/10

Type Codes>:

Emp#: 0

Print Rept: yes

| | | | | | |
|----------|-------|-------------|--------------|--------|--|
| tc095-1s | | T0:08/31/06 | | | |
| EMPLOYEE | | 2 | Runner, Road | | |
| FROM | TYPCD | HOURS | DATE | AMOUNT | |
| T | 1 | 8.00 | 08/01/06 | .00 | |
| T | 1 | 8.00 | 08/20/06 | .00 | |
| T | 1 | 4.00 | 08/21/06 | .00 | |
| T | 103 | 4.00 | 08/21/06 | .00 | |
| T | | 24.00 | | .00 | |

The report shows by employee, the days and hours for the type codes selected.

TimeClock Clock Errors

Use this program anytime within the pay pay period to find incomplete transactions. An incomplete transaction is a record which has either a Time In or Out entry, but not both. These entries will need to

be completed by an approver, reviewer, or pay clerk. TimeClock employees can not maintain their own records.

```
This report looks all timecards for the period selected and report
errors found. Reported errors are: Invalid Clock In/Out records. Enter
the pay period to report, and select the through date (usually not
today because there may be open records for today.

Period Ending: 08/30/10
Through Date: 08/22/10

Print Rept: yes
```

Period Ending: Enter the pay period ending date on which to report.

Through Date: Enter the date within the pay period through which to report. Generally this is less than today, because there may be many incomplete transactions for the current date.

Print Report: Yes to print the report.

| tc085-ls | | TO:08/22/10 | | TIMECLOCK ERRORS REPORT | | |
|-----------|-----------|-------------|----------|-------------------------|---------|-------|
| EMPLOYEE# | NAME | GROUP | DATE | FROM TM | TO TIME | NOTES |
| 6 | Ant, Atom | UT | 08/20/10 | 1:12 PM | | |

TimeClock Posting

The TimeClock posting program works differently than the TimeCard program. TimeClock only allows the employee to Clock-In, Clock-Out, or print their TimeCard.

The Clock-In function will create a new TimeCard detail record with the **From Time** field populated from the computer's system time. The type code is set from the Pay Type Code Groups default type code unless the work date is a holiday, then the type code is set from the Holiday Master (or Holiday Group override) **Worked Type Code**.

The Clock-Out function will complete the last Clock-In record by updating the detail transactions **To Time** and calculate the **Value/Hrs**. The calculated value may be reduced by the **Auto-Break** value in the employee's Rules Master. If the **Value/Hrs** field is reduced by **Auto-Break**, a note is added to the record 'Auto-Break ##' (where ## is the time applied). If the employee's Rule Code has an overtime rule and the time calculated should be overtime, then the Type Code is changed to the employee's Pay Type Code Group Overtime **Type Code**. If part of the time is regular, and part overtime, an additional record will be created to reflect the appropriate values, including system generated from/to times.

To use the TimeClock program, a special .pf file must be created so the computer running the program will run tc051-pg. The employee will enter their employee number and the last 4 digits of their social security number as the Pin#.

Employee Security

Enter your employee# and PIN# to access your Timecard information. You have only one change.

Employee#:

Pin#:

Once validated, the Posting screen will display. The employee is shown their last transaction as well as their current leave balances and total hours posted to the TimeCard thus far.

08/24/10 ASKME EMPLOYEE TIME CLOCK ENTRY tc051-pg Co#1

| TIME CARD FOR 08/30/10 | |
|------------------------|-----------|
| Employee#: | 6 |
| Inq Name: | Ant, Atom |

| LAST TRANSACTION | |
|------------------|------------------|
| Work Dt: | 08/20/10 |
| From: | 1:12 PM |
| To Time: | |
| Hours: | 0.00 |
| Shift: | 0 |
| Type Cd: | 1 Regular Hourly |

| LEAVE BALANCES | |
|----------------|-------|
| VACATION | 8.00 |
| SICK | 50.43 |
| FUNERAL | 24.00 |
| FLOAT | .00 |
| COMP TIME | .00 |
| | .00 |
| | .00 |
| | .00 |
| | .00 |
| | .00 |

TOTAL HRS: 8.75

In Out Done Print

Options:

- In: Select to record a Clock-In time.
- Out: Select to record a Clock-Out time and calculate the appropriate time for the transaction, including overtime.
- Done: Leave and return back to the Employee Security screen.
- Print: Print a copy the the TimeCard.

"IN" will be the default for the first transaction of the day unless the employee's Approval Group allows posting across days. If a detail transaction does not have To Time, then TimeCard will not accept an approver's or reviewer's signature. The transaction will also show on the "TimeClock Errors" report.

Web TimeCards Interface

A web TimeCard posting program is available. This program allows users to access their TimeCard through an internet browser (Internet Explorer, Firefox, Chrome). The Web TimeCard posting program uses fewer Progress licenses. A Progress client connection to the database only occurs when a button or function is clicked. After the screen refreshes, the Progress client connection is terminated.

Before the Web TimeCard program may be accessed, ADG must install extra programs and verify the web server is configured as needed. After all setup requirements are completed, access the program by entering one of the following options into your web browser. After the URL is updated, you may want to save the page into your favorites tab for easy retrieval.

- [Http://<servername>/adgapps/fms/webfms001apg.p](http://<servername>/adgapps/fms/webfms001apg.p)
This option requires you have a FMS login id and password. Enter you FMS login id and password to access the web functions available to you.

The screenshot shows a web browser window with a yellow background. On the left, there are two input fields labeled 'Account:' and 'Password:', followed by a 'Login' button. On the right, there is a white box containing the following text:

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Support

American Data Group Inc.
5730 E. Otero Ave Suite 300
Centennial, CO 80112-6600

Phone: 303/741-5711
FAX: 303/741-4966
Email: support@adginc.net

- [Http://<servername>/adgapps/fms/webpr001apg.p](http://<servername>/adgapps/fms/webpr001apg.p)
This option is used when you DO NOT have a FMS Login Id and password. Enter your employee number and last 4 digits of your social security number to access TimeCard functions only.

The screenshot shows a web browser window with a white background. On the left, there are two input fields labeled 'Employee Number' and 'Last 4 digits of SSN', followed by a 'Login' button. On the right, there is a white box containing the following text:

Usage

To use Electronic Payroll Functions, first enter your employee number and the last 4 digits of your SSN in the required fields, then select 'Login'.

All uses of this program are logged

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- [Http://<servername>/adgapps/fms/webfms003apg.p](http://<servername>/adgapps/fms/webfms003apg.p)
This combined option lets you use either the FMS login/password (if available to the user) or the employee number and last 4 digits of your social security number.

Use the Employee# Login if you do not have a regular FMS Account and password.

Account:

Password:

--- OR ---

Employee#:

Last 4 digit of SS#:

Login

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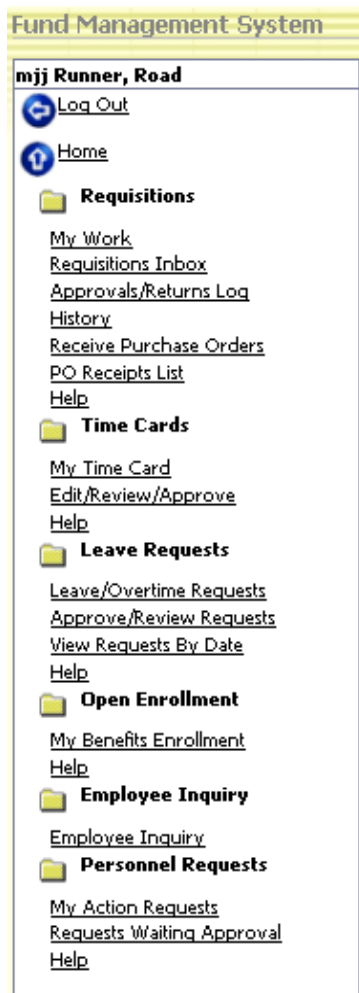
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Note: Http may be replaced with https if your web server has a SSL certificate installed to encrypt all data transmitted between the server and the client. <servername> is either the DNS name or ip address of the servers where the application is installed.



After entering your log-in information, the default web page will be displayed with a menu of your allowed programs.

The menu at the left is dynamically created during each log in session. The menu options are determined based on the Login Id being present in the Requisition Groups and/or TimeCard Approval Groups. Only the TimeCard, Leave Requests, and Employee Inquiry Menu options are addressed in this document.

TimeCards:

My Time Card: Shows the employee's TimeCards from the most recent pay period to oldest.

Edit/Review/Approve: Will show a list of approval groups where your user id is identified as an input clerk, reviewer or approver.

Help: Help document for Web TimeCards

Leave Requests:

Leave/Overtime Requests: Add/Change your leave requests.

Approve/Review Requests: Will show a list of approval groups and the number of leave requests awaiting approval.

View Requests By Date: For a selected Approval Group and date range, displays all Leave Requests and their status.

Employee Inquiry: Will display the employee master inquiry, or for reviewers and approvers (based on the Approval Group Employee Inquiry flag) lists employees in those Approval Groups.

Select My TimeCard to see a list of your TimeCards for the last 365 days. To view TimeCards outside of the default date range, change the date and select refresh.

The view option is displayed for any TimeCard pulled by payroll. The view option will still allow the employee or approver to still sign the TimeCard, if not already done. Editing a TimeCard will allow posting of new detail transactions.

TimeCards for 2 Road Runner

Filter From Date To Refresh

| Period | Total Hours | Total Amount | Date Signed | Date Reviewed | Date Approved | P/R | Group | Actions |
|------------|-------------|--------------|-------------|---------------|---------------|---------|-------|----------------------|
| 09/30/2010 | 164.00 | 0.00 | | | | | MGR A | Edit |
| 08/31/2010 | 160.00 | 0.00 | | | | | MGR A | Edit |
| 07/31/2010 | 168.00 | 0.00 | | | | | MGR A | Edit |
| 07/28/2009 | 174.00 | 0.00 | | | | | MGR A | Edit |
| 04/15/2008 | 160.00 | 0.00 | | | | UPDATED | MGR A | View |

Maintain Time Card for Employee 2 Road Runner

Period From 04/01/2007 To 04/30/2007

[Return to Maintain Time Cards]

New Line

Sign

Leave Requests

Timecard Print

Daily Time Analysis

| Work Date | Day | Hours/Amount | Pay Type | Cost Center | Job Number | Notes | Actions | |
|------------|-----|--------------|------------|-------------|------------|---------------|-----------------|----------------|
| 04/26/2007 | Thu | 32.00 | Reg Hrlly | | 0 | | <div>Edit</div> | <div>Del</div> |
| 04/22/2007 | Sun | 8.00 | Reg Hrlly | | 0 | | <div>Edit</div> | <div>Del</div> |
| 04/21/2007 | Sat | 4.00 | Funeral Lv | | 0 | Gandma Jos... | <div>Edit</div> | <div>Del</div> |
| 04/20/2007 | Fri | 8.00 | Reg Hrlly | 210 | 3 | test cc# | <div>Edit</div> | <div>Del</div> |
| 04/19/2007 | Thu | 8.00 | Reg Hrlly | 220 | 2 | | <div>Edit</div> | <div>Del</div> |
| 04/18/2007 | Wed | 20.00 | Reg Hrlly | | 0 | | <div>Edit</div> | <div>Del</div> |
| 04/14/2007 | Sat | 4.00 | Reg Hrlly | | 0 | Time Off | <div>Edit</div> | <div>Del</div> |
| 04/13/2007 | Fri | 10.00 | Reg Hrlly | | 2 | worked har... | <div>Edit</div> | <div>Del</div> |
| 04/12/2007 | Thu | 8.00 | Reg Hrlly | | 0 | | <div>Edit</div> | <div>Del</div> |
| 04/10/2007 | Tue | 18.00 | Reg Hrlly | | 0 | | <div>Edit</div> | <div>Del</div> |
| 04/03/2007 | Tue | 2.00 | Comp Earnd | | 0 | | <div>Edit</div> | <div>Del</div> |
| 04/02/2007 | Mon | 11.00 | Vacation | | 0 | test | <div>Edit</div> | <div>Del</div> |
| 04/01/2007 | Sun | 29.00 | Reg Hrlly | | 0 | | <div>Edit</div> | <div>Del</div> |

| Period Totals | | |
|---------------|-------------|--------|
| Type | Description | Hours |
| 1 | Reg Hrlly | 145.00 |
| 50 | Comp Earnd | 2.00 |
| 103 | Vacation | 11.00 |
| 108 | Funeral Lv | 4.00 |
| Total Hours | | 162.00 |
| Total Amount | | 0.00 |

| Hours By Week | |
|----------------|-------|
| Week Beginning | Hours |
| 04/01/2007 | 42.00 |
| 1 Reg Hrlly | 29.00 |
| 50 Comp Earnd | 2.00 |
| 103 Vacation | 11.00 |
| 04/08/2007 | 40.00 |
| 1 Reg Hrlly | 40.00 |
| 04/15/2007 | 40.00 |
| 1 Reg Hrlly | 36.00 |
| 108 Funeral Lv | 4.00 |
| 04/22/2007 | 40.00 |
| 1 Reg Hrlly | 40.00 |
| 04/29/2007 | 0.00 |

| Time Card Status | |
|------------------|----|
| Signed | |
| Reviewed | |
| Approved | |
| P/R Owned | No |

| Benefits | |
|-----------|-------------|
| VACATION | 5.00 Hours |
| SICK | 27.06 Hours |
| FUNERAL | 23.50 Days |
| FLOAT | 8.00 Hours |
| COMP TIME | 3.00 Hours |

[Return to Maintain Time Cards]

webtc0610

American Data Group Inc.

Options:

Return to Maintain TimeCards: Returns you to the employee's TimeCard List

New Line: Creates a new TimeCard Detail transaction.

- Entered by will be either the employee# or the FMS login id.
- Work date defaults to today's date less the number of days as setup in the employees Approval Group **Def Days** field.
- Type Code is a drop down list of the valid type codes based on the employee's Pay Type Code Group
- Cost Center No – a valid list of cost centers the employee may post to. The employee's Approval Group determines if the field may be updated, and with what values.
- Job No – A job the time will be expensed to. The employee's Approval Group determines if the field may be updated.
- Default Daily Hours – displays the Employee Master **Default Hours per Day** field.
- Value – The hours to post if the type code selected has a calculation code of 1; otherwise the amount for the type code (example, expense reimbursement). This field is displayed for reviewers and approvers and for employees where the Approval Group **Post Time** is NO. Employees whose Approval Group **Post Time** flag is YES, are prompted for a **From** and **To Time**. Both values are required by the employee. Reviewers and Approvers may enter a blank To-Time and 0 **value**, both a **From and To Time** and 0 **value** which will calculate the time, or both a **From and To Time** and a non-zero **value** which will be used regardless the **From/To Time**. Time may be entered as HH:MM AM/PM or HH:MM for military time. The value may not be greater than **Max Hours** in the Type Code Master or Approval Group.
- Notes – a note regarding the transaction. Notes may be required if the Type Code Master for the record has **Require Note** flag set.

The screenshot shows a web-based form for creating a new TimeCard Detail transaction. The form includes the following fields and controls:

- Entered By:** A text input field.
- Work Date:** A date input field showing '04/01'.
- Type Code:** A dropdown menu with '[1] Regular Hourly' selected.
- Cost Center No:** A dropdown menu with 'No Cost Center' selected.
- Job No:** A text input field with '0'.
- Default Daily Hours:** A text input field with '8'.
- Value (Hrs/\$):** A text input field with '8'.
- Notes:** A large text area for entering notes.
- Create** and **Cancel** buttons at the bottom.
- A small icon of a person in the top right corner.
- A small blue question mark icon next to the Job No field.
- The text 'webtc0611pg' in the bottom right corner.

Sign: Before allowing you to sign the TimeCard, the detail transactions are validated against the Rules Master of the employee. If a rule fails, an error message will display noting the reason. Some reasons are:

- Overtime taken before allowed.
- Overtime not taken and should be.
- Insufficient Time Posted.
- Incomplete TimeClock entries (missing a time in/out value).

- Negative Leave Balance created.

Leave Requests: Displays the employee's Leave Requests for a selected date range. You may view the detail of each request or print a report of the records displayed.

Leave Requests For (2) Road Runner

From Date: 08/13/2010 To: 09/27/2011 Refresh

| Request Date | Hrs | Status | Description | Payroll Locked | Actions |
|--------------|------|-----------|--------------------|----------------|-------------|
| 12/31/2010 | 8.00 | Requested | Son's Birthday ... | | View Detail |
| 12/03/2010 | 8.00 | Requested | Off to Hawaii... | | View Detail |
| 12/02/2010 | 8.00 | Requested | Off to Hawaii... | | View Detail |
| 12/01/2010 | 8.00 | Requested | Off to Hawaii... | | View Detail |

TimeCard Print: Creates a pdf of the TimeCard and opens it in a pdf viewer.

Line Edit: Allows you to edit an existing detail record. Same options apply as the **New Line** option above. This button is only available if the TimeCard has not been signed or pulled by payroll.

Line Delete: Allows you to delete an existing detail record. The detail will display and you must then also select the delete button to delete the line. This button is only available if the TimeCard has not been signed or pulled by payroll.

Line View: Will display the transaction details. This button displays only when the TimeCard has been pulled or signed.

Sign Approval: Displays only when an approver accesses the TimeCard. The same rules are tested for the approval signature as for the employee's signature.

Sign Reviewer: Displays only when a reviewer accesses the TimeCard. The same rules are tested for the reviewer's signature as for the employee's signature.

Daily Time Analysis: Color coded representation of the detail transactions.

Web Edit/Review/Approve

If you are an input clerk, reviewer or approver, this menu option will display. Use this program to post time and/or provide signatures. Selecting this menu option will then display any Approval Group to which you have input, review, or approval access. Select the pay period and access method for the group with which you wish to work.

Select Time Card Group

Pay Period 07/31/10

| Group | Name | Actions |
|-------|----------------------------|----------------|
| MGR A | MANAGER APPROVES REG GROUP | Approve |
| MGR B | Manager Levels B | Approve |
| REG | REGULAR EMPLOYEES | Approve |
| UT | UTILITIES | Review Approve |

For the Group, access method, and Pay Period selected, the system displays all the TimeCards. Each employee with a TimeCard in the group has their employee#, name, standard hours (determined by their Employee Master **Frequency Code** and Payroll Setup Parameters) , dates the TimeCard was signed, and if Payroll has already pulled the TimeCard to create the payroll exception items.

| Approve Time Cards / Group REG / Period 07/31/2010 | | | | | | | | | |
|---|------------------|----------------|-------------|--------------|-------------|---------------|---------------|-----|--|
| [Return To Pay Groups] | | | | | | | | | |
| <input type="button" value="Approve All"/> <input type="button" value="Print (PDF)"/> | | | | | | | | | |
| Employee# | Name | Standard Hours | Total Hours | Total Amount | Date Signed | Date Reviewed | Date Approved | P/R | Actions |
| 17 | Beetle M. Bailey | 160.00 | 8.00 | 0.00 | | | | | <input type="button" value="Details"/> |
| 10 | Felix T. Cat | 80.00 | 0.00 | 0.00 | | | | | <input type="button" value="Details"/> |
| 11 | Garfield T. Cat | 80.00 | 0.00 | 0.00 | | | | | <input type="button" value="Details"/> |
| 4 | Ziggy Stardust | 80.00 | 0.00 | 0.00 | | | | | <input type="button" value="Details"/> |

Options:

Return To Pay Groups: Returns you back to the Select TimeCard screen to select another group to process.

Approve All: Only displays if the Approval Group's Sign All parameter is set to YES and the access method selected was Approve. If selected, all TimeCards listed will be automatically approved IF THE TIMECARD HAS A PREVIOUS SIGNATURE (employee or reviewer). TimeCards with a Rules Master and no signature may not be auto-signed.

Review All: Only displays if the Approval Group's Sign All parameter is set to YES and the access method selected was Review. If selected, all TimeCards listed will be automatically reviewed IF THE TIMECARD HAS A PREVIOUS SIGNATURE (employee or approver). TimeCards with a Rules Master and no signature may not be auto-signed.

Print PDF: Creates a pdf report of all the TimeCards in the selected group. Each TimeCard is totaled by type code, and the report has a grand total by type code.

Line Detail: Allows the operator to access the TimeCard and make changes to it. See Web TimeCard Posting section for an explanation of all the TimeCard details.

Line View: Will display the TimeCard information in view only mode. If there is not a signature for the access method selected for the group, you may also sign the TimeCard.

Web TimeClock Posting

Using the web TimeClock program provides the same menu options as the web FMS login program,

except the My TimeCards menu item will have the TimeClock program displayed instead of the TimeCard program. THE USER'S APPROVAL GROUP MUST HAVE **POST TIME** FLAG SET TO YES. The Login screen will prompt the user for their employee# and last 4 digits of their social security number. If the user has a FMS Login Id in their Employee Master file, then the system will search for additional features the user is allowed in TimeCards and Requisitions and add the appropriate menu items. The TimeClock Screen is the default screen.

| TimeClock Transactions | | | | | | | | | |
|--------------------------------------|-----|----------------|----------|-------|----------|---------|---------|-------------------------------|-------------------|
| Period From 08/01/2010 To 08/30/2010 | | | | | | | | | |
| CLOCK-IN | | Timecard Print | | | | | | | |
| Work Date | Day | In | Out | Hours | Pay Type | Notes | Actions | Period Totals | |
| 08/20/2010 | Fri | 1:12 PM | | 0.00 | Reg Hrly | | View | Type | Description Hours |
| 08/20/2010 | Fri | 12:50 PM | 1:10 PM | 0.50 | Reg Hrly | | View | 1 | Reg Hrly 0.75 |
| 08/20/2010 | Fri | 12:27 PM | 12:48 PM | 0.25 | Reg Hrly | | View | 109 | Holiday 8.00 |
| 08/20/2010 | Fri | 11:54 AM | 12:02 PM | 0.00 | Reg Hrly | | View | Total Hours 8.75 | |
| 08/01/2010 | Sun | | | 8.00 | Holiday | ADG Day | View | Total Amount 0.00 | |
| | | | | | | | | Time Card Status | |
| | | | | | | | | Signed | |
| | | | | | | | | Reviewed | |
| | | | | | | | | Approved | |
| | | | | | | | | P/R Owned No | |
| | | | | | | | | Benefits | |
| | | | | | | | | VACATION 8.00Hours | |
| | | | | | | | | SICK 50.43Hours | |
| | | | | | | | | FUNERAL 24.00Days | |
| | | | | | | | | FLOAT 0.00Hours | |
| | | | | | | | | COMP TIME 0.00Hours | |
| | | | | | | | | Hours By Week | |
| | | | | | | | | Beginning Hours | |
| | | | | | | | | 08/01/2010 8.00 | |
| | | | | | | | | 109 Holiday 8.00 | |
| | | | | | | | | 08/08/2010 0.00 | |
| | | | | | | | | 08/15/2010 0.75 | |
| | | | | | | | | 1 Reg Hrly 0.75 | |
| | | | | | | | | 08/22/2010 0.00 | |
| | | | | | | | | 08/29/2010 0.00 | |

webtc051pg

The individual transactions in the TimeCard are displayed showing the work date, day of the week, actual In and Out Time, calculated hours, Pay Type, and note (Holiday or Auto-break). A recap of time posted is shown by week by type code with a grand total by type code. The Leave Benefit balances displayed are the Employee Master values adjusted by the current TimeCard and payroll exception records that may exist.

Options:

- Clock-In:** Option will display when the last transaction through today has a **To-Time** posted from a previous CLOCK-OUT function, or there are no transactions for today and the Approval Group **Cross Days** flag is set to NO.
- Clock-Out:** Option will display when the last transaction through today does not have a **To-Time** and does have **From-Time**. The Clock-Out function will also calculate the **Value/Hrs**. The calculated value may be reduced by the **Auto-Break** value in the employee's Rules Masters. If the **Value/Hrs** field is reduced by **Auto-Break**, a note is added to the record 'Auto-Break ##' (where ## is the time applied). If the employee's Rule Code has an overtime rule and the time calculated should be overtime, then the Type Code is changed to the employee's Pay Type Code Group **Overtime**

Type Code. If part of the time is regular, and part overtime, an additional record will be created to reflect the appropriate values, including system generated from/to times.

TimeCard Print: Will display a pdf of the current TimeCard.

Detail View: Allows you to view a single transaction.

The screenshot shows a web-based form for entering timecard data. At the top, under the heading 'Instructions', it states: 'From/To Time may be entered as HH:MM AM or in Military Time. Auto-Break Hours are not applied in this program.' Below this, there are several input fields with labels on the left and values in the input boxes: 'Entered By' with 'SELF', 'Work Date' with '08/20/2010', 'Type Code' with '1', 'Cost Center No' (empty), 'Time In' with '1:12 PM', 'Time Out' (empty), 'Default Daily Hours' with '8', and 'Value (Hrs/\$)' with '0'. There is a 'Notes' section with a large text area below the input fields. A 'Cancel' button is located at the bottom center of the form. The filename 'webtc0611pg' is visible in the bottom right corner of the browser window.

| Field | Value |
|---------------------|------------|
| Entered By | SELF |
| Work Date | 08/20/2010 |
| Type Code | 1 |
| Cost Center No | |
| Time In | 1:12 PM |
| Time Out | |
| Default Daily Hours | 8 |
| Value (Hrs/\$) | 0 |

When an employee is finished with the TimeCard functions needed, they may select the 'Log Out' option from the menu. This will return the Log In screen for the next employee to use. An employee may use this log in all day long at their desk, if needed, to run the other functions on the menu.

Leave/Overtime Request System

Overview

The Leave and Overtime Request System is designed to allow employees to create requests for time-off or overtime (if overtime must be approved first). In creating a request, the primary approver of the employee's Approval Group will receive an email noting the request. The approver may approve or deny the request, which will also send an email back to the employee noting the change in status.

Employees may review all previous and future requests. They may also withdraw an existing approved request which will email the primary approver of the change. The system does maintain a lock date by Approval Group which prevents creating or changing requests prior to that date. The lock date would normally be the last day of the previous pay period.

Reviewers may view Leave Requests for their groups, but may not take any action on the Leave Requests. The approver selects the TimeCard Group they wish to review, and the system presents all open or withdrawn requests for the group. Reviewers and Approvers also may view all requests for a group by date range.

Leave Request Setup

Type Code Master:

The type code master maintenance program is available in the Payroll File Maintenance Menu. Each Type Code which you wish to be made available to a leave request must have the **LR Order** value set to a number greater than 0. Multiple Type Codes may have the same order number. The LR Order value determines the order in which type codes will be displayed on the selection list when a new request is created. This enables you to put the more common leave request type codes at the top of the list (1) and the least used codes at the bottom (999).

| | | | | | |
|---------------------------------------|--------------|------------------|-----------------|-----------------|------------|
| Type Cd: 103 Descrip: VACATION PAY | | | | Check: Vacation | |
| Basics | | | | Misc | |
| Catgry: 0 | Red Std: yes | OT Fctr: 1.00000 | Accrue Rt: 1.00 | Note: yes | |
| Priority: 0 | Bucket#: 0 | T/C Calc: N | Benefit#: 1 | 0 | UncDed: no |
| Calc Cd: 1 | Use Rt: 1 | Max Hrs: .00 | Vndr/Bnk#: 0 | | |
| Earn Grp: 1 | Add Hrs: no | LR Ord: 1 | | | |

Only type codes with a **calculation code** of 1 (Hrs * Rate * OT Factor) may be included in the Leave Request System. Max Hours field, if the value is not 0, will prevent a user from entering a request hours to be greater than the value entered.

Pay Type Code Group Master:

The Pay Type Code Group Master is used to determine if the employee is allowed to select the type code. If a type code used in Leave Requests does not show in the employee's Pay Type Code Group **TypeCds** field, it will not be available on the selection list when creating a request.

| GROUP MAINT | |
|-------------|--------------------------|
| Group: | MGR |
| Descrip: | MANAGERS |
| Def Typcd: | 1 Regular Hourly |
| OT Typcd: | 0 |
| TypeCds: | 1,50,110,103,104,111,120 |
| | |
| | |
| | |
| | |

Approval Group Master:

The Approval Group Master determines which Pay Type Code Group to use for the employee (unless the employee has an override in the master file). It also determines who will receive emails for the Approval Group. The first login id in the **Approvers** list will be sent emails. Their employee master must have a login id assigned in the TimeCard section, and an email address in their Personnel-Other section.

| TIME CARD GROUP INFORMATION | |
|-----------------------------|------------------|
| T/C Group: | MGR B |
| Name: | Manager Levels B |
| Def Pay Grp: | MGR MANAGERS |
| Def Rules: | A Standard Weeks |
| Allow CC>: | |
| Skip Job: | no |
| T/C Entry>: | BB |
| Reviewers>: | JF |
| Approvers>: | MJJ |
| Emp Inq: | RA |
| Def Day: | 1 |
| Sign All: | yes |
| Min LR Dt: | 08/01/2010 |
| Post Time: | no |
| X Days: | no |
| Max Hrs: | 999.99 |
| Rnd-To: | 0 |
| Rnd On: | Hours |

Leave/Overtime Request Posting

Leave Requests are created by the employee through their TimeCard. Payroll/HR may create Leave Requests through the TimeCard Processing Menu #2 (tc110-pg) after entering an employee#.

The posting program will display a page of leave requests for the employee, from newest request date to oldest. The initial screen shows the request date, hours, approval status, reason for the request, and the lock status.

| LEAVE/OT REQUESTS FOR Road Runner | | | | |
|-----------------------------------|------|--------|------------------------------|------|
| Req Dt | Hrs | Status | Description | Lock |
| 12/31/2010 | 8.00 | R | Son's Birthday | no |
| 12/03/2010 | 8.00 | R | Off to Hawaii | no |
| 12/02/2010 | 8.00 | R | Off to Hawaii | no |
| 12/01/2010 | 8.00 | R | Off to Hawaii | no |
| 12/30/2008 | 8.00 | R | Mexico Trip | yes |
| 12/29/2008 | 8.00 | R | Christmas time off | yes |
| 12/29/2008 | 8.00 | R | Mexico Trip | yes |
| 12/20/2008 | 8.00 | W | overtime for christmas party | yes |
| 12/31/2007 | 8.00 | D | Going to Disney | yes |
| 12/31/2006 | 8.00 | A | I NEED IT AFTER WORKING HERE | yes |
| 12/30/2006 | 8.00 | R | I WORK TOO HARD! | yes |
| 12/31/2005 | 8.00 | A | dAY OFF WITH KIDS | yes |

Select the Leave Request to view/change, or to add a new request, use <F6>, <+>, or <Insert> keys. You may delete a Leave Request with a status of "R" by using the <F8>, <delete>, or <-> keys.

| LEAVE REQUEST | | | |
|---|----------------------------|------------|-------------|
| From Req: | 12/31/2010 | To: | Ent By: mjj |
| From-To Hrs: | 8-5 | On: | 08/27/10 |
| Daily Hrs: | 8.00 | At: | 10:09 AM |
| Req Cd: | VACATION PAY [103] | | |
| Reason: | Son's Birthday | | |
| Status: | <input type="checkbox"/> R | Withdrawn: | Open |
| Apprv By: | Apprv Dt: | | |
| Response: | | | |
| ----- CURRENT UN-UPDATED LEAVE BALANCES ----- | | | |
| VACATION | 16.00 | | .00 |
| SICK | 27.06 | | .00 |
| FUNERAL | 24.00 | | .00 |
| FLOAT | 8.00 | | .00 |
| COMP TIME | .00 | | .00 |

At the bottom of the form, the employee's current leave balance is displayed using the values in the employee master. These value are NOT adjusted by the TimeCard transactions or Payroll Exception entries.

All requests will display who (Login Id) created the request and date and time created.

From Req Date: Shows the date of the request. The date may be changed while the status is 'R- Requested'. When adding a new request, the value will be the first day of a multi-day request.

To Date: Is only used during the add processes. This will be the last day of a multi-day request. At the conclusion of the request, the record will be duplicated for each day within the range. The range may NOT exceed 5 days. If no value is entered, then a request is created for the **From Req Date** only.

From-To Hrs: A description of the beginning and ending time, for example (8 – 5).

Daily Hrs: The total hours on the day requested. These hours will be passed to the TimeCard if the employee's Rule's **AutoLR** flag is YES.

Req Cd: Request Type Code which is passed to the TimeCard if the employee's Rule's **AutoLR** flag is YES. The selection list is determined by the Type Codes with a non-zero **LR Order** and the type code exists in the employee's Pay Type Code Group.

Reason: Three lines of 40 characters to explain the request.

Status: Defaults to 'R' (requested) when creating a new request. If the record is being changed by the employee, it may also be 'W' (withdrawn). An approver may change the status to 'A' (approved) or 'D' (denied).

Withdrawn: If the status is 'W', then the date the status was changed to 'W' is displayed. 'OPEN' may display after the withdrawn date to indicate that the approver has not yet reviewed the withdrawal.

Apprv By: Login ID of the person who approved the request.

Apprv Dt: Date request was approved (status changed to 'A').

Response: A note made by the approver regarding the reason for their status change.

Upon completing a new request, an email will be sent to the first login id listed in the Approval Group's approver list. The approver's employee master must be setup with the login id and an email address.

Leave/Overtime Request Approvals

Approvers should be provided this menu option to perform approvals (tc120-pg). The program lists the Approval Groups where the employee is listed as an approver. The group code, name, and number of open requests are displayed. Select the group for which you wish to process requests. The program will then display all open requests for the group.

Reviewers may use this program to view Leave Requests.

| ALLOWABLE TIME CARD GROUPS | | |
|----------------------------|----------------------------|----------|
| Group | Name | Open Req |
| MGR A | MANAGER APPROVES REG GROUP | 7 |
| MGR B | Manager Levels B | 1 |
| REG | REGULAR EMPLOYEES | 0 |
| UT | UTILITIES | 0 |

| OPEN REQUEST FOR MANAGER APPROVES REG GROUP | | | | | |
|---|------|-----------------|---------------------|----|-----------------------|
| Req Dt | Hrs | Employee | Entered | At | Description |
| 01/01/2009 | 8.00 | W Flipper, Joe | F 09/03/08 11:35 AM | | Day off to recover fr |
| 12/30/2008 | 8.00 | R Jost, Mark J. | 06/23/08 4:25 PM | | Mexico Trip |
| 12/29/2008 | 8.00 | R Jost, Mark J. | 08/29/08 12:02 PM | | Christmas time off |
| 12/29/2008 | 8.00 | R Jost, Mark J. | 10/14/08 3:59 PM | | Mexico Trip |
| 12/30/2006 | 8.00 | R Jost, Mark J. | 08/23/06 2:09 PM | | I WORK TOO HARD! |
| 12/30/2003 | 8.00 | R Jost, Mark J. | 06/27/03 9:46 AM | | Day Off with Family |
| 12/29/2003 | 8.00 | R Jost, Mark J. | 06/27/03 9:52 AM | | Day off with family |
| 12/28/2003 | 8.00 | R Jost, Mark J. | 06/27/03 10:06 AM | | Day off with family. |

You may print the list by using <F9> , select a request to process, or approve all open requests by using <F8>. In selecting a specific request, its information is displayed as well as any other requests for the same day.

| LEAVE REQUEST | | 01/05/12 REQUESTS | |
|---|----------------------|-------------------|---------|
| Ent By: mjj | On: 01/04/11 9:01 AM | Inq Name | Hrs Apv |
| For: Runner, Road | | Runner, Road | 8.00 R |
| Req Dt: 01/05/12 | Open | | |
| From-To: 8-5 | | | |
| Hrs: 8.00 | | | |
| Req Cd: 103 | VACATION PAY | | |
| Reason: mexico | | | |
| Status: <input checked="" type="checkbox"/> R | | | |
| Updt TC: (Only if Approved) | | | |
| Resp: | | | |
| --- | | --- | |
| CURRENT UN-UPDATED LEAVE BALANCES | | | |
| VACATION | 16.00 .00 | | |
| SICK | 27.06 .00 | | |
| FUNERAL | 24.00 .00 | | |
| FLOAT | 8.00 .00 | | |
| COMP TIME | .00 .00 | | |
| Must Be (A)pproved or (D)enied. | | | |

Status: Change the status to 'A' (approved), 'D' (denied), or leave as an 'R' (Requested). If the status is changed, then an email is sent to the employee noting the change(if the employee has an email

address setup).

Update TC: If Yes, a detail record is created for the TimeCard the Leave Request falls in. The TimeCard must exist, the employee's Rules Auto-LR field must be yes, and there . periodinput inprompted for input if a TimeCard for the requested date exists for the employee and the TimeCard is not signed or pulled by payroll. A Yes answer will add the Leave Request to the TimeCard without any other adjustments to the timecard.

Resp: The approver may enter a response or reason as to why a Leave Request may have been denied.

Leave/Overtime Request Inquiry

If provided as a menu option to the approver (tc130-iq), they may enter any employee# to view all their leave requests using the same screens described above.

Leave/Overtime Request Report

Use the report to create a list of Leave/OT requests for a date range, status, list of Approval Groups, and/or departments.

This program prints a report of employee leave requests for a date range. You may select leave requests by time card group and status Approved, Denied, or Requested.

From Date: 01/01/09
To Date: 12/31/09

Status's: ADRW
T/C Grps:
Depart#'s:

Print Order: 1
Print Rept: yes

From Date: Beginning Leave Request date to include.

To Date: Last Leave Request date to include.

Status: Include only status's of 'A' (approved), 'W'(withdrawn), 'R'(requested), and/or 'D'(denied).

T/C Groups: A CSV list of Approval Groups to include in the report. Blank includes all groups.

Depart#'s: A CSV list of employee departments to include. Blank for all departments.

Print Order: Print By Group, then date, then employee# (option 1) or by Group, then employee#, then

date.

Print Report: YES to print the report.

Sample Report:

| | | | | |
|-------------------|----------------|-----------------------------|--|--------|
| 08/25/10 12:31:40 | FROM: 01/01/09 | CITY OF ADGVILLE | | Page 1 |
| tc140-ls | TO: 12/31/09 | LEAVE REQUEST STATUS REPORT | | mjj |

| GROUP | REQUESTED | HOURS | APV | EMPLOYEE NAME | |
|-------|-----------|-------|-----|----------------|--|
| MGR A | 01/01/09 | 8.00 | W | Flipper, Joe F | Day off to recover from new year's party |
| | 8-5 | | | REQ CODE: 103 | VACATION PAY |
| | | .00 | DAY | APRV/REQ TOTAL | .00 GROUP APPRV/REQUESTED TOTAL |

Lock Leave/OT Requests

The payroll clerk should run this program after pulling TimeCards for a period. Based on the approval groups selected (or all), each group's Leave Requests through the date entered will be locked, which means the transactions may only be viewed and no new Leave Requests created.

This program will lock any leave request whose request date is less than or equal to the date entered below. The date defaults to the ending pay period found in the Payroll Setup Program.

Through Dt:

T/C Groups:

Lock Requests:

P/R and Leave Requests Variance Report

The payroll clerk may use this report to compare approved leave requests for a date range with leave benefits posted in the payroll exceptions file. The report lists requests and exceptions that do not match.

This program prints a report of employees whose APPROVED leave and OT requests are different than what has been posted to the P/R Exceptions File. You must select a date range for approved requests to include. You may run the report for a selected list of time card groups or all.

From Date:

To Date:

T/C Groups:

Print Report:

From Date: First leave request date to report on.

To Date: Last leave request date to include.

T/C Groups: A CSV list to Approval Groups to report on.

Print Report: Yes to print the report.

| tcl50-ls | | TO PER:12/31/10 | | L/R AND P/R VARIANCE REPORT | | |
|----------|----------------|-----------------|--------|-----------------------------|----------|--|
| EMP NO. | EMPLOYEE NAME | GRP | TYPECD | L/R TIME | P/R TIME | |
| 13 | Coyote, Wile E | MGR A | 103 | 8.00 | .00 | |
| 1 | Flipper, Joe F | MGR A | 103 | 4.00 | .00 | |
| 2 | Runner, Road | MGR A | 103 | 32.00 | .00 | |

The above sample report shows approved leave requests that do not have matching values in the payroll exceptions work file.

TimeCards and Leave Requests Variance Report

Use this report to compare approved leave requests for a date range with TimeCards for the pay period selected. TimeCard details that update a leave balance are tested to see if a Leave Request exists. The report lists records existing in one file but not the other.

This program prints a report of employees whose APPROVED leave and OT requests are different than what has been posted to the Employee's Time Card. You must select a date range for approved requests to include and a Time Card Period End to compare with. You may run the report for a selected list of time card groups or all.

From Date: 07/17/10
 To Date: 07/31/10
 Period End: 07/31/10

T/C Groups:

Print Report: ☒

From Date: First leave request date to report on.

To Date: Last leave request date to include.

Period Ending: The period ending date of the TimeCards to compare with.

T/C Groups: A CSV list to Approval Groups to report on.

Print Report: Yes to print the report.

The sample report below shows approved leave requests that do not show in the selected TimeCard pay period.

| tc160-1s | | | TO PER:12/31/10 | | L/R AND T/C VARIANCE REPORT | | |
|----------|----------------|-------|-----------------|----------|-----------------------------|--|--|
| EMP NO. | EMPLOYEE NAME | GRP | TYPECD | L/R TIME | T/C TIME | | |
| 13 | Coyote, Wile E | MGR A | 103 | 8.00 | .00 | | |
| 1 | Flipper, Joe F | MGR A | 103 | 4.00 | .00 | | |
| 2 | Runner, Road | MGR A | 103 | 32.00 | .00 | | |

| tc095-1s | | T0:08/31/06 | | | |
|----------|--------|--------------|----------|--------|--|
| EMPLOYEE | 2 | Runner, Road | | | |
| FROM | TYPECD | HOURS | DATE | AMOUNT | |
| T | 1 | 8.00 | 08/01/06 | .00 | |
| T | 1 | 8.00 | 08/20/06 | .00 | |
| T | 1 | 4.00 | 08/21/06 | .00 | |
| T | 103 | 4.00 | 08/21/06 | .00 | |
| T | | 24.00 | | .00 | |

Web Leave Requests Interface

The web interface for leave requests allows for employees to enter and view their requests, reviewers to see requests but take no action, and approvers to approve requests. Reviewers and Approvers also have the ability to inquire and report on all requests for a date range for their approval groups.

The menu items are automatically created based on your login web page. If your login id is found in one of the approval groups approval list, the approval and inquiry menus are added to the users menu.

- [Http://<servername>/adgapps/fms/webfms001apg.p](http://<servername>/adgapps/fms/webfms001apg.p)
This option requires you have a FMS Login Id and password. Enter your FMS Login Id and password to access the web functions available to you.
- [Http://<servername>/adgapps/fms/webpr001apg.p](http://<servername>/adgapps/fms/webpr001apg.p)
This option is used when you DO NOT have a FMS Login Id and password. Enter your employee number and last 4 digits of your social security number to access TimeCard functions only.



Web Leave Request Posting

For an employee to create a new leave request or view an existing request, they may select Leave/Overtime Requests from the menu. Leave Requests may also be viewed and printed from within a TimeCard for the employee.

Maintain Leave/Overtime Requests

Employee: 2 Runner, Road

From Date: 08/13/2010 To: 09/27/2011 Refresh

New Request

| Request Date | Hours | Status..... | Description | P/R Locked | Actions |
|--------------|-------|-------------|--|------------|-------------|
| 12/31/2010 | 8.00 | Requested | Son's Birthday sdjkadsfj asdlj Fasdkj... | | Edit Delete |
| 12/03/2010 | 8.00 | Requested | Off to Hawaii... | | Edit Delete |
| 12/02/2010 | 8.00 | Requested | Off to Hawaii... | | Edit Delete |
| 12/01/2010 | 8.00 | Requested | Off to Hawaii... | | Edit Delete |

The Maintain Leave/Overtime Request dialog will display the employee's leave requests for a selected date range. A user whose login id is listed as an Input Person in a TimeCard Group, will also have the ability to select any employee included in any of their approval groups. These users may use this option because employees may not have access to the TimeCard system to enter Leave Requests.

Existing requests may be changed if they have not been locked by payroll.

Create a new request by selecting the 'New Request' option.

Create/Change a Leave Request:


If a new request is created, or an existing request needs to be changed, the following screen appears:

Leave Request Detail For Employee 2 Road Runner

Enter the Requested From and To date. A maximum 5 day range is allowed. For a single day leave the To Date a blank(?).

Entered By:

From Date:

To Date: 

Default Daily Hours:

From-To Hours:

Hours Requested:

Request Type:

Description:

| Available Benefits | |
|--------------------|------------|
| Description | Amount |
| VACATION | 16.00 Hrs |
| SICK | 27.06 Hrs |
| FUNERAL | 24.00 Days |
| FLOAT | 8.00 Hrs |
| COMP TIME | 0.00 Hrs |

The employee's current Leave Benefit balances are displayed as additional information. These balances do not include any current TimeCard entries or payroll exception records.

- Entered By:** The Login Id of who created the request. The value may be the employee's number, or login id of the current person (employee or approver).
- From Date:** Shows the date of the request. Input enabled while the status is 'R' for Requested. When adding a new request, the value will be the first day of a multi-day request.
- To Date:** Is only used during the add process. This will be the last day of a multi-day request. At the conclusion of the request, the record will be duplicated for each day within the range. The range may NOT exceed 5 days. A blank date is allowed.
- Daily Hours:** Default hours per day from the employee master is displayed.
- From-To Hrs:** A description of the beginning and ending time, for example (8 – 5).
- Hours Requested:** The total hours on the day requested. These hours will be passed to the TimeCard if the employee's Rule's **AutoLR** flag is YES.
- Request Type:** Request Type Code which is passed to the TimeCard if the employee's Rule's **AutoLR** flag is YES. The selection list is for Type Codes with a non-zero **LR Order** and exists in the employee's Pay Type Code Group.
- Description:** Three lines of 40 characters to explain the request.

Select 'Create' to add the record, or 'Cancel' to not create the record. Upon completing a new request, an email will be sent to the first login id listed in the Approval Group's approver list. The approver's employee master must be setup with the login id and an email address.

If the 'Delete' button is available, you may delete the request. Select 'Delete' and the request will display. Select 'Delete' in the new screen to delete the request, or 'Cancel' to not. Delete is only available if the request status is 'Requested'.

If the 'Edit' button is available, you may change an existing request. Edit is available to the employee if the request status is 'R'(requested) or 'A'(approved). Additional fields displayed include:

- Status:** Read-Only, unless the current status is 'A'(approved). In this case, the status may be only changed to 'W' (withdrawn) by the employee.
- Response:** Read-Only field. A note made by the approver regarding the reason of their status change.
- Updated:** Read-Only. YES displays if the record has been locked by payroll.

Click 'Save' to save any changes made, or 'Cancel' to skip saving any changes.

Leave Request Detail For Employee 2 Road Runner

Entered By mjj

Creation Date/Time 08/27/2010 10:09 AM

Date Requested 12/31/2010

Default Daily Hours 8

From-To Hours 8-5

Hours Requested 8.00

Request Type [103] VACATION PAY

Description Son's Birthday

Status Requested

Response

P/R Locked

Save Cancel

| Available Benefits | |
|--------------------|-------------|
| Description | Amount |
| VACATION | 16.00 Hours |
| SICK | 27.06 Hours |
| FUNERAL | 24.00 Days |
| FLOAT | 8.00 Hours |
| COMP TIME | 0.00 Hours |

If 'View' is selected for an existing request, the same information displayed above is shown. No fields may be updated and 'Close' is the only option for the screen.

Web Approve/Review Requests

If the user is a reviewer or approver, they are given this menu option. Selecting this program will display a list of the approval groups of which the user is a reviewer and/or approver. If the user is a reviewer, they will only be able to VIEW requests. The status change option is available only to approvers.

Approve/Review Leave Requests

Select Time Card Group

| Group | Name | Outstanding Requests | Actions |
|----------------------------------|------|----------------------|---------|
| MGR A MANAGER APPROVES REG GROUP | | 1 | Review |
| MGR B Manager Levels B | | 1 | Review |
| REG REGULAR EMPLOYEES | | 0 | |
| UT UTILITIES | | 0 | |

For each approval group, the number of open requests and an action button are displayed. Select the 'Review' action button for the group you wish to process.

Approve Leave Request / Group MGR A

[Return To Pay Groups]

Approve All Print (PDF)

| Request Date | Hrs | Employee# | Name | Entered | At | Description | Actions |
|--------------|-------|-----------|--------------|------------|----------|----------------|--------------|
| 12/01/2010 | 08.00 | 2 | Runner, Road | 09/17/2010 | 10:30 AM | Off to Hawaii | Approve/Deny |
| 12/02/2010 | 08.00 | 2 | Runner, Road | 09/17/2010 | 10:30 AM | Off to Hawaii | Approve/Deny |
| 12/03/2010 | 08.00 | 2 | Runner, Road | 09/17/2010 | 10:30 AM | Off to Hawaii | Approve/Deny |
| 12/31/2010 | 08.00 | 2 | Runner, Road | 08/27/2010 | 10:09 AM | Son's Birthday | Approve/Deny |

Options for the Approval screen include:

Return to Pay Group: Returns to the TimeCard Group selection screen.

Approval All: For approvers, the 'Approve All' button enables the user to approve all open requests instead of approving them individually. Accept the confirmation button, and all open requests in the group will be approved. If the employee's Rules is set for Auto-LR and the timecard is available, and there is NO detail record for the same date, the request will be added to the TimeCard's detail.

Approve All Leave Request For Group MGR A

This will approve all outstanding leave requests for the group. Leave Requests will be added to TimeCards where the Rules Codes AUTO-LR is yes, the TimeCard exists and has not been signed, and no other detail record exists for the requested date.

Approve All
Cancel

Print PDF: Displays the open requests in a pdf viewer.

Detail Approve/Deny: Selecting the button opens the request allowing the user to change the status and enter a reason for the status change. To the right of the request, all other requests for the date in the Approval Group are displayed. Enter a response to explain why a request may have been denied. From the buttons at the bottom of the page, select to 'ApprvToTC', 'Approve', 'Deny', or 'Cancel'. A status change will cause an email to be sent to the employee noting the change (if the employee has an email address in their employee master). The 'ApprvToTC' button is only presented if the employee's Rules allows Auto-LR, a TimeCard for the request date exists, and the TimeCard has no signatures or has been pulled by payroll.

Leave/OT Request For Employee 2 Road Runner

Action:

Entered By

mjj

Request Date

03/26/2011

Creation Date/Time

04/27/2011 12:33 PM

From-To

8-5

Hours Requested

8.00

Request Type

103 VACATION PAY

Status

Requested

Description

Golf Trip

Response

Available Benefits

| Description | Amount | |
|-------------|--------|-------|
| VACATION | 16.00 | Hours |
| SICK | 27.06 | Hours |
| FUNERAL | 24.00 | Days |
| FLOAT | 8.00 | Hours |
| COMP TIME | 0.00 | Hours |

Other Leave Requests

Group MGR A
Date 03/26/2011
There are no other leave requests for this group on this date

webtc120cpg

ApprvToTC
Approve
Deny
Cancel

Web View Requests by Date

This program creates an inquiry of Leave Requests for a date range and selected Approval Group. The default dates are from a week ago to 45 days into the future.

Leave Requests by Date Range

Filter Start Date End Date Refresh [MGR A] MANAGER APPROVES REG GROUP

| Inq Name | Req Dt | From-To | Hrs | Status | Descr | Actions |
|--------------|------------|---------|------|--------|----------------|--|
| Runner, Road | 12/01/2010 | 8-5 | 8.00 | R | Off to Hawaii | <input type="button" value="Details"/> |
| Runner, Road | 12/02/2010 | 8-5 | 8.00 | R | Off to Hawaii | <input type="button" value="Details"/> |
| Runner, Road | 12/03/2010 | 8-5 | 8.00 | R | Off to Hawaii | <input type="button" value="Details"/> |
| Runner, Road | 12/31/2010 | 8-5 | 8.00 | R | Son's Birthday | <input type="button" value="Details"/> |

Options:

Start Date: First date to display for the selected Approval Group.

End Date: Last date to display for the selected Approval Group.

Approval Groups: A drop-down list of Approval Groups in which the user is listed as an approver or reviewer.

Refresh: Used to re-display the screen after changes to start date, end date, or Approval Group are made.



Select the printer icon to print the list of Leave Requests being displayed.

Details: For the Leave Request, the program will display the request's details.

Leave Request Detail For Employee 2 Road Runner

Entered By

Date Requested

Creation Date / Time

From-To

Hours Requested

Request Type VACATION PAY

Description

Status

Response

P/R Locked